

Risk Assessment – Coronavirus Working Adjustments

No.	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date / Comments / progress
1.1	General / Communications	- All Employees	<ul style="list-style-type: none"> - All staff briefed to follow the “Social Distancing / Safe Practice at Work – COVID 19” document and have signed their agreement - Those individuals considered to be at a higher risk to Covid-19 to work in isolation away from other members of the team and with a break time that ensures social distancing can be maintained - Regular reminders about how to be Covid secure and fresh briefings have happened when changes have been made 	Low	Continual reminder of Covid19 Secure messaging.	Ongoing
<u>1.2</u>	Close proximity of staff in working areas	- All Employees	<ul style="list-style-type: none"> - All Staff to be 2 metres (6ft) apart as far as is practicable - When not practicable: <ul style="list-style-type: none"> • Side by side working in place rather than face to face • If people must work face to face, screens and / or face shields or masks to be used • Where possible staff who share a household to be used in situations where 2 metres (6ft) distance is not practicable - 2 metres (6ft) floors marking to remind staff of spacing 			

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1.3	Close proximity of staff in canteens	- All Employees	<ul style="list-style-type: none"> - Cleaning frequency increased - Staggered break times in place when more than the maximum number of people permissible in the Rest Room is working on any particular day - Rest Room surfaces cleaned and disinfected after every break time session with foremost antibacterial sanitising spray V1 or V2. Please see cleaning procedure for details. All the surfaces to be wiped down clean and dry with disposable cloths or paper towels. - Communal mugs, plates, cutlery etc to be removed from Rest Rooms. Everyone to use their own, these need to be put away in the lockers or personal bags- not the be left on tables. - Rest Rooms and toilets to be ventilated more by opening windows and doors first thing in the mornings. - 2 metres (6ft) floors marking to be implemented where needed. - Spaced out sitting area, so people do not sit opposite and next to each other - Additional sanitising stations in main office, canteens, and toilets. - Signs placed on (canteens, offices, toilets) to clearly indicate the number of people permissible. 			
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1.4	Snips and other shared equipment	- All Employees	<ul style="list-style-type: none"> - Gloves to be worn when handling shared equipment - In very specific cases where work is being continually carried out by an individual, they will be permanently assigned a piece of equipment 			

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<u>1.5</u>	Shared use vehicles	- All Employees	<ul style="list-style-type: none"> - Road vehicles to be wiped down with disinfectant between uses by different drivers – steering wheel, hand brake, gear lever and window mechanisms. This should be done by the user as they first use the vehicle - If workers have to share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and they should be careful to avoid touching their face at all times. On leaving the vehicle, they should wash their hands with soap and water for 20 seconds or more or use hand sanitiser - Where an operational vehicle could be used by multiple users each day gloves must be worn 			
<u>1.6</u>	Other areas of possible communal contamination	- All Employees	<ul style="list-style-type: none"> - Gloves to be worn as much as possible during daily operations, including when using irrigation controls - The use of shared workstations should be minimised to as few individuals as possible and the frequency of cleaning of these workspaces should be increased and where practical carried out between changes in personnel - When using the few frequently used communal machines (e.g. despatch PC's) gloves should be worn - Sharing of office equipment, e.g. pens to be avoided - Meetings with large numbers of people should be minimised, where possible they should be held in open spaces and follow the 2 metres (6ft) distancing rule - Only one person at a time allowed in each toilet block. All touch points to be disinfected after every break. - Staff reminded of good hygiene with regards to hand washing. 			
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<u>1.7</u>	If someone on site displays symptoms of being infected	- All Employees	- All staff briefed to report any symptoms of infections to their line manager or another member of the management team immediately and follow symptom and process procedure. (all information displayed in canteens and information boards on the nursery)			

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			<ul style="list-style-type: none"> - The individual will be instructed to leave site and go home to self-isolate following the current government advice and the instructions of 111 - Surfaces within areas where the person has been working will be thoroughly disinfected - Members of staff who have been working with the individual will be instructed to remain vigilant and report at the first instance of showing any symptoms - The businesses nominated single point of contact is John Polman (07725761375). The alternative nominated person if John Polman is unavailable is Agata Jedrzejczyk (0551556714). - If there is more than one case of COVID-19 within the business the local PHE health protection team will be contacted to report a suspected outbreak (0344 225 3861) 			
1.8	Action plan for returnees	- All Employees	<ul style="list-style-type: none"> - Before returning to work individuals must follow the advice of 111 or any other medically qualified practitioner. This advice must be shared and discussed with a senior manager of the business to determine when it is safe for the individual to return - Any returnees will be required to answer a Covid-19 health questionnaire the day prior to their return to work to assess the appropriateness of their return - Any returnees will be fully briefed on the "Social Distancing / Safe Practice at Work – COVID 19" document and sign their agreement prior to recommencing work 			
1.9	Health Questionnaires	- All Employees	<ul style="list-style-type: none"> - Individuals will need to fill in Covid-19 health questionnaires when issued. Staff will be instructed to update these should there be a change in their circumstances - These will be issued at a frequency deemed necessary based on the current level of infection and knowledge of infection levels in the local vicinity 			
1.10	Visitors and visits to other sites	<ul style="list-style-type: none"> - All Employees - Visitors - Contractors 	<ul style="list-style-type: none"> - Travel to remote locations (e.g. suppliers) should be avoided unless necessary - Visitors from other locations will also be deterred - If visitors do need to attend site, they must use hand sanitiser and complete a Visitor Questionnaire on arrival, be accompanied or appropriately inducted to follow social distancing rules 			

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1.11	Office working	- All Employees	<ul style="list-style-type: none"> - Desks to be placed so they are preferably not facing each other. If this is not possible then a screen should be installed, or desks separated to ensure the occupants are separated by 2 metres (6ft) and where possible 2 meters from passing foot traffic. - Daily sanitising of work surfaces, equipment (e.g. phones, keyboards etc.) and handles (doors, cabinets etc.) - Wash or sanitise hands before starting work and frequently throughout the day, particularly before eating 			
1.12	Vulnerable employees returning to work	- Vulnerable Employees	<p>Workers who are returning to work from shielding, have underlying health conditions, are the carer of someone who is shielding, or someone who the business would otherwise wish to protect as they are deemed higher risk</p> <ul style="list-style-type: none"> - Gloves should be worn at all times when working - If possible, take breaks in a non-communal area to reduce the risk of coming into contact with items touched by other people. If workers need to access a communal area to have breaks (e.g. to use the fridge or tea urn) they should wear gloves to touch anything communal, and the break should not be at the same time as other employees, unless they are in the same household - Work alone as far as practicable. If work must be undertaken with others, or there is a need to be within 2 metres of another employee for any reason then all employees involved must wear a face mask to reduce the risk of virus droplet transfer, e.g.: <ul style="list-style-type: none"> o to give or receive instructions o if absolutely necessary to be in an enclosed space e.g. offices, workshop and Rest Room - Do not enter the main office building unless absolutely necessary as space is more restricted and the area has less ventilation. Instead request to meet outside - Vulnerable employees will not be requested to attend meetings unless necessary. If unavoidable a 2-metre distance must be maintained. If a 2-metre distance cannot be maintained then choose a more 	Med		

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			<p>appropriate location. If this is not possible all participants must wear face masks</p> <ul style="list-style-type: none"> - A part time phased return to work will be considered for any vulnerable employees returning from shielding or from a prolonged period of furlough. This will be discussed over the phone unless the vulnerable employee is comfortable with a face to face 2 metre distanced meeting at work 			
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List of measures put in place since March 2020:

- One person at a time in each toilet block signage
- Rest room and staffroom touch points sterilized after each break
- Sterilization of communal nursery vehicles before and after use
- Installation of screen to partition staff working on potting machine in G17
- Installation of additional hand washing station at entrance of G17
- Start of day sterilization of office area and equipment
- Additional outside seating made available
- Weekly operations meeting held outside
- Staggered break times
- Sterilization of communal hand-held equipment and goggles after use

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