

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	- All staff briefed to follow the “Social Distancing / Safe Practice at Work – COVID 19” and “NHS Test & Trace” briefing documents and have signed their agreement to them or been registered as having been briefed by a Manager - All staff received briefing w/c 28 th September to remind them of our COVID rules	Med	Frequent reinforcement required	
1.2	Close proximity of staff in working areas	- All Employees	- All Staff to be 2 metres (6ft) apart as far as is practicable, 1 metre + if not possible - When not practicable: <ul style="list-style-type: none"> • Side by side working in place rather than face to face • If people have to 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) floor marking to remind staff of spacing where necessary	Med	Frequent monitoring required	
1.3	Close proximity of staff in canteens	- All Employees	- Nominated staff responsible for cleaning Rest Rooms 4 times a day, after each breaktime. A checksheet will be completed - Start and finish times to be adjusted based on the maximum number of people permissible in the Rest Room at any particular time - Staggered break times in place when more than the maximum number of people permissible in the Rest Room is working on any particular day - Communal mugs, plates, cutlery etc to be removed from Rest Rooms. Everyone to use their own cup - Rest Room to be ventilated more by opening windows first thing in the mornings - Surplus seating removed to allow 2 metres (6ft) spacing - 2 metres (6ft) floor marking to be implemented where needed	Med		
1.4	Snips and other shared equipment	- All Employees	- 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	Low		

Document Name	Version	Created	Created By	Review Date	Reviewed By
Covid-19 Risk Assessment Sep20	1	20.05.20	Tristram Plants	23.09.20	C Penn
S:\Admin\COVID\Risk Assessments\Covid-19 Risk Assessment Sep20.docx					Page 1

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1.5	Shared use vehicles	- All Employees	<ul style="list-style-type: none"> - Spray road vehicles down with disinfectant between uses by different drivers – steering wheel, hand brake, gear lever, window mechanisms. This should be done by the user after using vehicle - Sharing of vehicle cabs should be avoided, but if workers must share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and wear a mask, which will reduce the risk, and 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 - On site operational vehicles (forklifts, tractors, electric vehicles) must be cleaned at the beginning of the day prior to use - Where an operational vehicle could be used by multiple users each day gloves must be worn 	Med		
1.6	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 work spaces 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. Disinfectant supplied in toilets so taps / handles can be sprayed prior to and/or after use. Office staff responsible for cleaning main toilets 4 times a day. A checklist will be completed. Hand sanitiser is also available around toilet areas and may be used before entry and after exit. Toilet near Top Field to have signage mounted to request sterilizing after use - Staff reminded of good hygiene with regards to hand washing, using hand towels to turn off taps and elbows or gloved hands to open doors 	Med		

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S:\Admin\COVID\Risk Assessments\Covid-19 Risk Assessment Sep20.docx					Page 2

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1.7	If someone on site displays symptoms of being infected	- All Employees	<ul style="list-style-type: none"> - All staff briefed to report any symptoms of infections to their line manager or another member of the management team immediately - The individual will be instructed to leave site and go home to self-isolate following the current government advice, the instructions of 111 and the NHS Test & Trace service - 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 	High		
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 social distancing and safe practice at work according to the most up to date company briefing document prior to recommencing work 	High		
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 	Med		
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 absolutely 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 	High		
1.11	Office working	- All Employees	<ul style="list-style-type: none"> - Desks to be separated so they are preferably not facing each other. If this is not possible then a screen should be installed or desks separated by 2 metres (6ft) from passing foot traffic or other desks - 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 	Med		

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S:\Admin\COVID\Risk Assessments\Covid-19 Risk Assessment Sep20.docx					Page 3

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1.12	Vulnerable employees returning to work	- Vulnerable Employees	<p><i>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</i></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"> • to give or receive instructions • 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 absolutely necessary. If unavoidable a 2 metre distance must be maintained. If a 2 metre distance cannot be maintained then choose a more appropriate location. If this is not possible all participants must wear face masks - 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 	High		

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S:\Admin\COVID\Risk Assessments\Covid-19 Risk Assessment Sep20.docx					Page 4

List of measures put in place since March 2020:

- One person at a time in each toilet block signage
- Porta loos hired x 2 for each site
- Antivirucide and bactericide spray cited in each toilet block, each portaloos pair, the office, each rest room area, Rovero and Maintenance PCs...
- Hand sanitiser provided inside each rest room area, and at the entrance to each rest room area and office
- Company vehicle signage indicating the need for sterilization after use
- Sterilisation of communal nursery vehicles before use
- Installation of perspex screen around reception area
- Installation of perspex screen to partition rest room sinks
- Installation of additional hand washing station outside Haven Rest Room
- Start of day sterilisation of office area and equipment
- Additional Rest Room 2 created from old Carpentry workshop at Walberton
- Additional hot water urn provided for Rest Room 2, and 2nd microwave moved to their from main Rest Room
- Additional temporary seating provided in G2
- Additional garden seating made available at Walberton
- Surplus seating removed
- Entrance to main Rest Room widened by opening one door and removing another
- Additional bank of lockers provided in Rest Room 2
- 1.5m zones marked out in main Rest Room entrance, sink, locker and kitchen areas with social distancing reminders
- 1.5m zone marked out around Rest Room 2 lockers
- Clocking in machine moved outside at Walberton
- Daily staff allocation sheets moved to outdoor locations
- Weekly growers meeting reduced in size
- Staggered break times
- Sterilisation of communal hand-held equipment and goggles after use
- Rest Room and Toilet cleaning rota and checksheet from 28th September
- Alternative location sourced for Manager's meetings to enable distancing
- New pedal bins sourced for Rest Rooms and toilet areas to avoid hands touching lid
- Additional fridge installed in Rest Room 2

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S:\Admin\COVID\Risk Assessments\Covid-19 Risk Assessment Sep20.docx					Page 5