

Risk Assessments – Corona Virus 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 - Those individuals considered to be at a higher risk to Covid to work in isolation away from other members of the team and with a break time that ensures social distancing can be maintained. - Covid Champions to be assigned each day on each site who will lead on ensuring the cleaning is done and encouraging that social distancing is followed - Regular reminders about how to be Covid secure and fresh briefings have happened when changes have been made 	Medium	<ul style="list-style-type: none"> ▪ Continual reminder of Covid Secure messaging. 	Ongoing
1.2	Close proximity of staff in potting areas	- All Employees	<ul style="list-style-type: none"> - All Staff to be 2M 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 have to work face to face, screens and / or Face shields or face masks to be used ➤ Where possible staff who share a household to be used in situations where 2M distance is not practicable. 	High	<ul style="list-style-type: none"> ▪ 	
1.3	Close proximity of staff	- All Employees &	<ul style="list-style-type: none"> - Cleaning frequency increased. 	High	<ul style="list-style-type: none"> ▪ 	
Document Name				Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc				01/10/2020	Stephen Carter	Managers & Supervisors

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
	in canteens	Visitors	<ul style="list-style-type: none"> - Start and finish times to be adjusted based on the maximum number of people permissible in the site canteen at any particular time. - Staggered break times in place when more than the maximum number of people permissible in the site canteen is working on any particular day. - All office based staff to take breaks outside of the times when operational staff are taking their breaks. - Canteens surfaces cleaned and disinfected after every break time session. - Communal mugs, plates, cutlery etc removed from canteens. Everyone to use their own cup. - Canteens to be ventilated more by opening windows first thing in the mornings. - Signs placed on all small rooms (canteens , offices) to clearly indicate the number of people permissible. 			
1.4	Snippers 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 (e.g. for Nemesia trimming by regular trimmers) 		▪	
1.5	Shared use vehicles Berlingo	- Vehicle Drivers & Passengers	<ul style="list-style-type: none"> - Van & Passat vehicles to be wiped down with disinfectant between uses by different drivers, steering wheel, hand brake and gear lever and window 	Medium	▪	

Document Name	Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc	01/10/2020	Stephen Carter	Managers & Supervisors

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
	Passat Forklifts Tractors Donkeys		catches. 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. The driver and passengers to wear a face covering. - On site operational vehicles (forklifts & tractors) are mainly limited to a single user per day. These must be cleaned at the beginning of the day prior to use. - When operating Multi-user vehicles (e.g. donkeys) gloves must be worn.			
1.6	Other areas of possible communal contamination	- All Employees & Visitors	- Alcohol gel to be used after alarm keypads and gate / glasshouse padlocks are operated. - Gloves to be worn when handling irrigation controllers and operating glasshouse padlocks - 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. - Where practical "hot desks" will be assigned to a	Medium	<ul style="list-style-type: none"> ▪ Alcohol gel in place outside offices for the use of visitors before entering the sites and for staff after locking up. ▪ 	09/10/20

Document Name	Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc	01/10/2020	Stephen Carter	Managers & Supervisors

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
			single individual. - When using the few frequently used machines (i.e. despatch PC's) gloves should be worn. - Sharing of office equipment, e.g. pens to be avoided - Meetings with large number of people should be minimised, where possible they should be held in open spaces and follow the 2m distancing rule. - Most meetings to now be held on an internet based system, e.g. Zoom, Teams or Skype. - Men's urinals reduced to 1 per toilet block. - Disinfectant supplied in toilets so taps / handles can be sprayed prior to use. - Staff reminded of good hygiene with regard to hand washing, using hand towels to turn off taps and elbows to open doors.			
1.7	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. - The individual will be instructed to leave site and go home to self-isolate following the current government advice and the instructions of 111 (https://111.nhs.uk/covid-19/).	Medium	▪	
Document Name				Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc				01/10/2020	Stephen Carter	Managers & Supervisors

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
			<ul style="list-style-type: none"> - 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 Stephen Carter (07789 713977). The alternative nominated person if Stephen Carter is unavailable is Moira Shepherd (07736 821460). - 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	<ul style="list-style-type: none"> - 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 who have shown symptoms or been diagnosed as having Covid-19 will be instructed to remain in their vehicle or if on foot outside any buildings. - They will be required to fill in a Covid-19 health questionnaire to assess the appropriateness of their 	High	<ul style="list-style-type: none"> ▪ 	

Document Name	Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc	01/10/2020	Stephen Carter	Managers & Supervisors

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
			return to 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. 	Medium	<ul style="list-style-type: none"> ▪ 	
1.10	Visitors and visits to other sites	- All Employees & visitors	<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 first fill out a questionnaire. - They must be accompanied or appropriately inducted to follow social distancing rules. 	High	<ul style="list-style-type: none"> ▪ 	

Document Name	Date of issue	Owner	Last Reviewed By
C:\Users\Camilla.WALBERTONLLP\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8JN6T5JJ\Covid Secure Risk Assessments - Sep20.doc	01/10/2020	Stephen Carter	Managers & Supervisors