

COVID - 19 – RISK ASSESSMENT FORM

Name of Project: Team Springboard	Assessor(s): Ruth Eccleston	Date: January 2021
Location: Stratford Upon Avon / Coventry	Signature(s): Kirstie Kelly	Date for Review: July 2021

CORE ACTIVITIES

Activity/Element	Hazard	Who is at Risk?	Existing Controls	Risk Rating			Additional Controls Required
				L ¹	C ²	R ³	
For the purpose of this risk assessment the activity is the same for each risk. The Project works with members of the community either at the allotment site in Coventry, the Community garden in Stratford or at individual homes/businesses as required. The site specific risk assessments should also be read.	Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff, volunteers, students, visitors to site, members of the public	<p>Hand sanitizer and antibacterial wipes are available where there are no hand washing facilities.</p> <p>Staff, volunteers and students encouraged to wear gloves when gardening.</p> <p>Any open cuts on hands would be dressed in accordance with first aid guidance.</p> <p>A first aid box is available for all activities.</p>	3	3	9	<p>Monitor government guidance regarding the risk level status associated with COVID and take the appropriate action. For example in Full Lockdown – move all activities online where possible. Where activities are allowed:</p> <p>Monitor students and volunteers to ensure controls followed.</p> <p>Encourage everyone working to bring their own gloves. If anyone has not got gloves a pair will be allocated but these are not shared.</p> <p>Members of the public involved in any activity with the Project will also be encouraged to use hand sanitizer regularly. If it is not practical for everyone to wear gloves then enough resources are made available to limit sharing.</p>

Likelihood of Occurrence ¹ 1. negligible chance 2. little chance but could happen 3. may happen 4. likely to happen 5. almost inevitable	Likely Consequences ² 1. Slight (cuts and bruises) 2. minor injury (under 3 day injury) 3. major injury (RIDDOR) 4. fatality 5. several fatalities	Risk Rating R = L x S ³ Key 1-4 acceptable risk 5-12 additional controls required 13-18 urgent attention required 18-25 unacceptable risk – cease activity
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	Getting or spreading coronavirus in communal areas	Staff, volunteers, students, visitors to site, members of the public	Staff are working from home when not engaged in gardening activities. When community venues re open staff will follow the guidance for each site to maintain safe working.	3	3	9	When volunteers, students and small groups visit garden sites this will be carefully planned to ensure social distancing can be maintained. Initial contact will be for short periods of time and everyone invited will be given a specific task.
	Getting or spreading coronavirus by not cleaning equipment and surfaces in use	Staff, volunteers, students, visitors to site, members of the public	Tools are maintained so they are in good working order. Surfaces are cleaned after use. Staff may need to bring their own tools which are for their personal use. Everyone working on site should wear gloves.	3	3	9	Activities are planned so that tools are not frequently shared and if they need to be, handles are cleaned with anti bacterial wipes between use. Everyone working on site brings their own gloves or is allocated a pair but these are not shared.
	Contracting or spreading the virus by not social distancing	Staff, volunteers, students, visitors to site, members of the public	Identify activities where under normal circumstances people may not social distance. When working or engaging with members of the public, staff take responsibility to maintain social distance.	3	3	9	Provide information in advance of planned activities about the importance of social distancing. Stagger the times when students and volunteers help on site or with activities.

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			<p>New activities are well thought out and planned so that everyone is safe.</p> <p>Meetings are held virtually or outdoors whilst maintaining social distance.</p> <p>Staff can work from home to complete admin tasks.</p>				<p>Plan group activities so that everyone can work safely in their own space.</p> <p>When working in partnership with other organisations on site to deliver services, ensure social distancing is carried out.</p>
	Increased risk of infection and complications for vulnerable people	Staff, volunteers, students, visitors to site, members of the public	<p>The staff team are aware of vulnerable workers.</p> <p>Volunteers, students and other visitors will not be encouraged back to site until after 1st August when shielding finishes for most vulnerable.</p> <p>At induction volunteers and students can disclose any relevant health issues.</p>				<p>All staff, volunteers and students will stay at home if they show any symptoms of coronavirus. They should self isolate and get tested.</p> <p>Names and contact details will be taken for anyone involved in an activity so that they can be contacted if necessary.</p> <p>No work should be undertaken at a site or home where someone is showing symptoms of the virus.</p>

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