

COVID-19 RISK ASSESSMENT – GARDEN SUPPLEMENTARY ISSUES

Hazard	Specific Risk	Persons at risk	Controls in place	Additional controls required
Covid-19	Risk of infection being passed from contacts or with contaminated premises and equipment.	Employees, College members and members of the public.	<ul style="list-style-type: none"> • All employees instructed to maintain the advised 2m separation from contacts at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with Covid-19 or has been required to self-isolate, and act accordingly. • All employees instructed to avoid contacts who are coughing, showing signs of difficulty in breathing or sweating/fever. In the event of this happening staff are empowered to leave the premises. • All staff instructed to wash/clean their hands frequently for at least 20 secs. • All staff instructed to not to touch their eyes, nose or mouth, if their hands are not clean. • All staff instructed that physical contact with other members of staff etc such as handshakes, hugs, etc must not be undertaken. 	<ul style="list-style-type: none"> • Staggered start, finish and break times will be introduced where necessary. • Provided appropriate IT equipment for remote meetings/communications. • One-way system for arrival and departure from work.

Covid-19	Failure to follow Government policies leads to the spread of Coronavirus infection among employees, members of College and anyone they come into contact with.	Employees, College members and members of the public	<ul style="list-style-type: none"> • The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance. • Our arrangements and procedures are reviewed regularly in the light of additional government guidance (gov.uk/coronavirus). • Employees with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their line manager without delay. 	
	Uninformed employees who are not fully aware and understanding of procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.	Employees, College members and members of the public.	<ul style="list-style-type: none"> • Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. Updated regularly. • Every member of staff has been fully briefed to ensure that they are aware of hazards and risks and understand the rules and procedures we have put in place. • We have shared with members of College, the arrangements we have in place and how we would expect them to cooperate with our staff. 	<ul style="list-style-type: none"> • Provision of signage and posters.

Covid-19	Risk of the spread of infection from vehicles and during travel		<ul style="list-style-type: none">• Public transport will only be used where absolutely essential. Staff are instructed on avoiding contact with surfaces, distancing and hand washing, wearing of personal mask etc, as per Govt policies.• Employees using their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.• Where College vehicles are used they will be restricted to a single driver if possible and all surfaces and controls are routinely sanitised.• No passengers are to be carried in any vehicle being used for business purposes.	
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Covid-19	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces	Employees, College members and members of the public	<ul style="list-style-type: none"> • Where on site washing facilities are not available, use hand sanitiser gels. • Employees instructed to clean their hands frequently, using a hand sanitiser, or wash their hands with soap and water for at least 20 sec. Sanitiser has been provided. • Employees instructed not to touch their eyes, nose or mouth, if their hands are not clean. • Employees instructed that a disposable tissue, should be used when coughing and or sneezing then put into a bag and binned or pocketed until that procedure can be followed. • Employees instructed that any potentially contaminated clothing and or PPE should be taken off and placed in a suitable plastic bag or container for appropriate action. 	<ul style="list-style-type: none"> • Posters and signage.
	Food and drink: Potential for cross-infection at client premises and take away outlets		<ul style="list-style-type: none"> • Employees instructed to politely refrain from consuming beverages and food products that are offered by colleagues due to the risks associated with cross contamination. • Employees encouraged to prepare food and drink at home and carry it with them through the working day so that they can take rest breaks at meal times avoiding the need to visit take away outlets and potential exposure to infection. 	<ul style="list-style-type: none"> • Provide tea/coffee making facilities in personal office spaces to avoid sharing.

Covid-19	Contact with potentially cross contaminated PPE may transmit infection		<ul style="list-style-type: none"> • Employees should only use the personal protective equipment provided by the College apart from the provision of personal face coverings. • PPE is required to remain PERSONAL to person to whom it was issued. Staff should not borrow from colleagues. • When PPE is required in the course of work it has been provided. Workers instructed that it must be used when required. If it has been contaminated it must be bagged and the contamination notified to management. 	
	Contact with potentially cross contaminated Telephone and IT equipment may transmit infection.	Employees, College members and members of the public	<ul style="list-style-type: none"> • Employees instructed only to use their own computers, accessories and telephones. • Employees instructed to ensure that all IT equipment, mobile phones are regularly cleaned/disinfected using the cleaning wipes and sanitisers that have been provided. • Employees should refrain from sharing work mobile phone/radios with other people. 	<ul style="list-style-type: none"> • Ensure special needs are considered. • Undertake DSE assessment where place of work has changed.

Covid-19	Sharing use of Machinery or equipment. Contact with potentially cross contaminated equipment may transmit infection,	Employees	<ul style="list-style-type: none"> • Minimise sharing of machinery. • Clean shared machinery after use with anti-virus wipes. • Gloves to be worn during use. 	
	Meeting in groups: Potential for cross infection and reduction of social distancing	Employees, College members and members of the public	<ul style="list-style-type: none"> • There will be no meetings in large groups. • All non-essential meetings either postponed or completed via other means. • Use of Microsoft Teams to complete meetings where required. • Outside areas managed to avoid groups of gardeners congregating. Stagger start times to minimise risk and reduce risk of cross team contamination. 	
	Potential for cross-infection in Works/ Garden Dept.	Employees, College members and members of the public	<ul style="list-style-type: none"> • All equipment regularly cleaned and disinfected. • Tools where possible are not shared and where they are they must be disinfected after every use. • All staff to wash their hands thoroughly before using any equipment. 	

			<ul style="list-style-type: none"> All communal spaces including kitchenettes and rest rooms are cleaned thoroughly regularly. 	
Covid-19	Contact with vulnerable people: Potential for cross-infection and serious illness	Employees, College members and members of the public.	<ul style="list-style-type: none"> Avoid contact with any vulnerable people, e.g. people over 70 and people with underlying health conditions, e.g. heart issues, chronic lung disease, diabetes etc. are most at risk from serious consequences of exposure. All employees are briefed and aware of potential consequences with exposure. Any employees with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by PHE. All work is planned to ensure work is not undertaken near vulnerable groups. Staff made aware of Employee Assistance Program (EAP) and on-going support where needed. Any employees within vulnerable groups are to follow government advice. 	