

GARDENS OF EASTON LODGE PRESERVATION TRUST

COVID-19 RISK ASSESSMENT FOR VISITORS/OPEN DAYS/AGM CARRIED OUT BY SUE GILBERT ON 8TH SEPTEMBER 2020

DATE OF NEXT REVIEW – 1ST OCTOBER 2020 OR BY GOVERNMENT DIRECTION

| HAZARDS | WHO MIGHT BE HARMED AND HOW? | RISK | WHAT WILL HAPPEN TO CONTROL THE RISK? | FURTHER ACTION TO CONTROL RISK | WHO NEEDS TO CARRY OUT ACTION? | DONE |
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| Car park | Visitors | Picking up virus from close contact with others. | Park cars at a safe distance. Maintain 2 m distance from others. | | Visitors & car park attendants. | |
| Garden gate | Visitors | Picking up virus from touching gate/latch etc. | All entry/exit gates to be left open. | | Volunteer workers. | |
| Garden entry/exit | Visitors | Viral infection spread from close proximity with others. | Separate entry route through normal gate and exit through five bar-gate near toilets. Entry payment to be contactless if possible. Visitor attendance records to be kept. | Monitoring of queue and social distancing. Gate staff to wear visors. | Volunteer workers. | |
| Social distancing in Gardens | Visitors | Picking up viral infection from | Recommend 2 m distancing or 1 m+ with mask/visor. | Monitoring | Volunteer workers. | |

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| | | close contact with others. | Two households of no more than 6 people may group together. | | | |
| Stalls/Displays/Cash points | Stallholders/volunteers | Picking up virus from contact with customers | All stallholders and volunteers to wear visors either their own or those provided by the Gardens. Customers must be discouraged from leaning on stalls and handling goods. Stallholders to give goods to Customer. Contactless payment for goods is preferable to cash. | Anti-viral/anti-bacterial spray will be provided on each stall. | Stall holders/volunteers. | |
| Toilet facilities | Visitors | Picking up virus from doors/lock/toilet seat/flush. | Spray hands with anti-bacterial gel. before and after use. Toilets to be regularly cleaned and sprayed with anti-virus spray. | Wear protective gloves. Toilet attendant to wear visor and gloves. | Visitors. Volunteer workers to be on a rota cleaning/monitoring etc. | |
| Entertainment/live performance | Visitors | Picking up virus from | No live music, drama and no | | Visitors and volunteer workers. | |

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| | | grouping/close contact with others. | raised voices or shouting in close proximity with others. | | | |
| Daisy's & Bertie's Catering | Visitors | Catching virus from close contact with others/touching surfaces etc. | Catering staff to be socially distanced/wear visors/gloves and clean aprons provided. Pay attention to regular hand washing. No customer self service of condiments, milk etc. Disposable condiments to be used and handed out by staff. All food on display to be wrapped. No customer leaning on counters. | Two catering outlets may be used on open days: Daisy's and Bertie's. Separate queues. | Volunteer workers. | |
| Queue for Catering | Visitors | Picking up virus from contact with others. | Separate queueing lines to be spaced at 2 m delineated intervals. | No more than 2 people from a group queue together. | Volunteer workers. | |
| Payment for Food | Visitors | Picking up virus from contact with others | Separate pay station with contactless | Payment total slip to be handed to staff by visitor. | Visitors. | |

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| | | | payment if possible. | | | |
| Tables/chairs | Visitors | Catching virus from unclean surfaces. | Tables and chairs to be spaced out. Tables should be regularly cleaned. | No moving of tables/chairs by visitors. | Volunteer workers. | |
| AGM | Attendees | Catching virus from contact with others. | Charities may have more than 30 people meeting outside providing attendees adhere to the risk assessment provided, particularly with regard to social distancing. | In the event of inclement weather gazebos will be provided for limited numbers of people to sit at social distance. | People attending the meeting and volunteers. | |
| Hand Washing – No running water on Site | Visitors | Catching virus from hands. | Use anti-bacterial gel/solution supplied on site regularly. | Bring own anti-bacterial/antiviral gel/spray. | Visitors. | |
| First Aid/ Emergency | Visitors & Volunteers | Injury left untreated v catching virus from close contact with others. | Seek help from designated first aider in Daisy's. If it would be unsafe not to treat an injury, close proximity is allowed. | Designated first-aiders to wear visors in administering treatment to others. | Volunteer helpers & designated first aider. | |

