

**GARDENS OF EASTON LODGE PRESERVATION TRUST**

**COVID-19 RISK ASSESSMENT FOR VOLUNTEERS CARRIED OUT BY SUE GILBERT ON 2<sup>ND</sup> DECEMBER 2020**

**DATE OF NEXT REVIEW – 1<sup>ST</sup> MARCH 2021 OR BY GOVERNMENT DIRECTION**

<b>HAZARDS</b>	<b>WHO MIGHT BE HARMED AND HOW?</b>	<b>RISK</b>	<b>WHAT WILL HAPPEN TO CONTROL THE RISK?</b>	<b>FURTHER ACTION TO CONTROL RISK</b>	<b>WHO NEEDS TO CARRY OUT ACTION?</b>	<b>DONE</b>
Car park gate	Volunteers	Picking up virus from handling gate & padlock	Wear protective gloves	Wear disposable gloves	Volunteers	
Garden gate/shed door/locks	Volunteers	Picking up virus from handling gate/door	Wear protective gloves	Gates and doors to be left open until end of session to minimise handling	Volunteers	
Signing into the Gardens in the daily register	Volunteers	Picking up virus from handling shared pens/pencils	Bring own writing equipment, if desired	Anti-viral spray available	Volunteers	
Test & Trace	Volunteers	Spreading virus	All sign-in records to be kept for T&T purposes	QR Code to be placed at strategic points around the Gardens.	Volunteers	
Garden tools	Volunteers	Picking up virus from handling tools	Wear protective or garden gloves. All handles/grips on tools taken from the shed must be sprayed with the	Bring own garden tools where possible	Volunteers	

			anti-viral spray provided after use			
Working practice	Volunteers	Viral infection	Volunteers to keep 2 metres apart, or more than 1 metre if wearing a mask, at all times.	Tasks working in groups must keep a safe distance apart.	Volunteers	
Gathering/socialising	Volunteers	Picking up virus from close contact with others	Volunteers to follow Government guidance for social distancing at work.	At break times chairs to be spaced 2 m.	Trustees/Volunteers	
Toilet facilities	Volunteers	Picking up virus from doors/lock/toilet seat	Open door wearing protective gloves. Use anti-viral spray provided on door handle, toilet seat and flush. Use anti-bacterial gel provided before and after using toilet	Toilets and surrounding surfaces will be treated with anti-viral spray before and after each volunteer session	Volunteers/Trustees	
Inbound packages	Volunteers	Picking up virus from handling	Wear protective gloves at all times		Volunteers	
Refreshments	Volunteers	Picking up virus	Bring own drinks and snacks		Volunteers	
Tables	Volunteers	Picking up virus from handling	No tables provided by the Trust		Volunteers	
Chairs	Volunteers	Picking up virus from handling	Chairs to be taken from pile near Daisy's by individuals using them and returned	At break times chairs to be placed 2 metres apart from the next	Volunteers	

			there by the same person. Wear protective gloves at all times	person or more than 1 metre if wearing a mask		
Rubbish disposal	Volunteers	Picking up virus from handling	All rubbish, including disposable gloves, must be removed from site and disposed of by individuals concerned	No onsite rubbish facilities available	Volunteers	
Car-parking	Volunteers	Picking up virus from close contact with others	Park cars at a safe distance apart. Maintain 2 metres distance from others		Volunteers	