

**GARDENS OF EASTON LODGE PRESERVATION TRUST**

**COVID-19 RISK ASSESSMENT FOR VISITORS/OPEN DAYS/AGM 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	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.	Rule of 6 applies. 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.	Website and posters to remind visitors of Rule of 6. Monitoring of queue and social distancing. Gate staff to wear visors.	Volunteer workers.	
Track & Trace	Visitors/Volunteers	Picking up virus	Everybody in Gardens must give	NHS QR Codes displayed at	Visitors & Volunteers	

			their details for Track & Trace	various points around the Gardens.		
Social distancing in Gardens	Visitors	Picking up viral infection from close contact with others.	Recommend 2 m distancing or 1 m+ with mask/visor. Rule of 6 applies. No more than 6 people may group together.	Monitoring: raise concerns if they appear to be breaking the Rule of 6.	Volunteer workers	
Parental Responsibility	Visitors	Parents must take responsibility for their children.		Raise concerns with visitors if they appear to be breaking the Rule of 6.	Visitors & volunteer workers	
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	Anti-viral/anti-bacterial spray will be provided on each stall. Pay point cash handlers to wear protective gloves.	Stall holders/volunteers.	

			is preferable to cash. All Customers to approach stalls wearing a mask.			
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 grouping/close contact with others.	No raised voices or shouting in close proximity with others.		Visitors and volunteer workers.	
Group Talks	Visitors	Picking up Virus from grouping/close contact with others.	Outside socially distanced talks given using a microphone.	Speaker & participants to wear visor or mask.	Visitors and volunteer workers.	
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	Two catering outlets may be used on open days: Daisy's and Bertie's. Separate queues.	Volunteer workers.	

			<p>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. All customers to wear masks when approaching service counter. All food purchased to be consumed at tables provided. Strictly no take-away. People should distance themselves from people they don't live with.</p>			
Queue for Catering	Visitors	Picking up virus from contact with others.	Separate queueing lines to be spaced at 2 m delineated intervals. Queues to be monitored.	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 if possible.	Payment total slip to be handed to volunteer staff by visitor. Volunteer receiving cash to wear gloves.	Visitors.	
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/Work related meetings	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.	Website to inform visitors of use of chemical toilets on site to encourage visitors to bring own anti-bacterial/antiviral gel/spray.	Web manager. 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.	
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