

**GARDENS OF EASTON LODGE PRESERVATION TRUST**

**COVID-19 RISK ASSESSMENT FOR VISITORS/OPEN DAYS/AGM CARRIED OUT BY SUE GILBERT ON 12<sup>TH</sup> APRIL 2021**

**DATE OF NEXT REVIEW – 17<sup>TH</sup> MAY 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> |
|-----------------------|-------------------------------------|---|---|---|---------------------------------------|-------------|
| Attending the Gardens | Visitors                            | Catching virus  | Keep to 'Rule of 6' people, linked family groups or two households with social distancing |   | Visitors                              |             |
| 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 entrance via 5 bar gate and exit via pedestrian gate will be signposted          | Monitoring of groups, queue and social distancing. Gate staff must all wear masks. Visors may be worn in addition | Volunteer workers.                    |             |

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|                              |                         |   |  | to masks, if desired   |                              |  |
| Track & Trace QR Codes       | Visitors/Volunteers     | Picking up virus  | Everybody in Gardens must give their details for Track & Trace   | NHS QR Codes displayed at various points around the Gardens. New rules issued for users available on entrance gate | Visitors & Volunteers        |  |
| 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' people, linked family groups or two households applies                           | Monitoring: raise concerns if they appear to be breaking the rules on outdoor groupings                            | Volunteer workers            |  |
| Parental Responsibility      | Visitors                | Parents must take responsibility for their children       |  | Raise concerns with visitors if they appear to be breaking the social grouping rules                               | Visitors & volunteer workers |  |
| Stalls/Displays/Cash points  | Stallholders/volunteers | Picking up virus from contact with customers              | All stallholders and volunteers must wear masks, either their own or those provided by the Gardens. Visors may be worn in addition, if desired | Anti-viral/anti-bacterial spray will be provided on each stall. Pay point cash handlers to wear protective gloves  | Stall holders/volunteers.    |  |

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|--------------------------------|----------|--|---|---|---|--|
|                                |          |  | 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. Customers approaching stalls must wear 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. Toilet doors to be wedged open when not in use to allow free flow of fresh air        | 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.                                       |  |

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|-----------------------------|----------|--|--|--|---------------------------------|--|
| Group Talks                 | Visitors | Picking up Virus from grouping/close contact with other.             | 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 masks, gloves and clean aprons provided. Pay attention to regular hand washing. No customer self service of condiments, milk etc. Condiments/milk to be handed out by staff wearing face masks. All food on display to be wrapped. No customer leaning on counters. All customers to wear masks when approaching service counter. All food to | Two catering outlets may be used on open days: Daisy's and Bertie's. Separate queues | Volunteer workers.              |  |

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|                           |           |  | be consumed at tables provided  |   |   |  |
| Queue for Catering        | Visitors  | Picking up virus from contact with others. | Queueing lines to be spaced at 2 m delineated intervals. People queueing must wear a face mask. 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 on cashpoint by visitor. Volunteer receiving cash to wear gloves | Visitors.                                   |  |
| Tables/chairs             | Visitors  | Catching virus from unclean surfaces       | Tables and chairs provided  |   | 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 | 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 |  |

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|   |                       |   | regard to social distancing  |   |  |  |
| 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.<br>Visitors                   |  |
| First Aid/<br>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 a face mask in administering treatment to others. A visor may be worn in addition to a mask         | Volunteer helpers & designated first aider |  |