| **Task**  | Coronavirus (COVID-19) | **Assessment No.**  |  | **Date** |  | **Review Date** |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Site**  |  | **Assessed By**  |  | **Signed by** |   |
|  **Hazard**  | **Specific Risk**  | **Who is at risk**  | **Assessment Pre-Controls**  | **Control Measures in place**  | **Assessment Post Controls**  |
| **S** | **L** | **RR** | **S** | **L** | **RR** |
| Operating during Coronavirus Pandemic | Employees exposure to Coronavirus  | Employees, Third-parties, Members of the public, Clients  | **5** | **4** | **20** | * Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
* All employees to remain more than 2m apart from other people at all times.
* Where teamwork is required, teams do not work in groups larger than 2 - whilst always maintaining social distance of 2m at all times.
* Works planned to ensure that social distance of 2m can be maintained at all times.
* Basic hygiene followed (thoroughly wash hands before eating, drinking, smoking with soap and water).
* Alcohol Hand wipes & / or Gels provided for teams as additional protection.
* Gloves to be worn at all times when working to reduce cross contamination of tools & equipment
* All employees briefed to wash hands thoroughly when gloves are removed.
* Compliance team monitor government directives & then review this assessment where required following introductions of other required control measures.
 | **5** | **2** | **10** |
| Contact with customers or clients | Risk of infection being passed from contacts or with contaminated premises and equipment. | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Workforce 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.
* Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever. If this occurs they are empowered to leave the premises.
* Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
* Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
* Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.
* Workforce instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands before getting back into their vehicle.
* Where the premises visited is a food or drink business workforce instructed that they must observe the strict on-site hygiene controls.
 | **5** | **2** | **10** |
| Failure to follow Government policies | Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with. | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * 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 daily in the light of additional government guidance as published at gov.uk/coronavirus
* None of our mobile workforce are in the vulnerable or at-risk categories. Where we are aware of this to any of our employees they will be working at home if that is possible, if it not they will be furloughed.
* Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.
 | **5** | **2** | **10** |
| Uninformed workforce | Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work withinGovernment Policy on essential working could compromise our arrangements and jeopardise the health of others. | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * 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. They are updated daily to reflect any changes in the official advice and guidance.
* Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
* NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.
* We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.
 | **5** | **2** | **10** |
| Travel and vehicles | Risk of the spread of infection from vehicles and during travel. | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.
* Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
* Where company vehicles are used they will be restricted to a single driver and will not be shared, unless from the same household. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.
* No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately, unless from the same household.
 | **5** | **2** | **10** |
| Personal hygiene | Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Where on site washing facilities are not available, use hand sanitizer gels or anti-bac/anti-virus wipes.
* Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.
* Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
* Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.
* Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.
 | **5** | **2** | **10** |
| Food and drink | Potential for cross-infection at client premises and take away outlets. | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross contamination.
* Workforce encouraged to prepare food and drink at home and carry it with them through the working day so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection.
 | **5** | **2** | **10** |
| Personal Protective Equipment | Contact with potentially cross contaminated PPE may transmit infection | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Where personal protective equipment is offered for use by a customer or client it must be politely declined and only the equipment we have provided is to be used.
* Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Workers instructed not to borrow from colleagues.
* Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management.
 | **5** | **2** | **10** |
| Telephone and IT equipment | Contact with potentially cross contaminated equipment may transmit infection | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Workers instructed not to use customer or client computers, accessories and telephones during any site visit.
* Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.
* Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule.
 | **5** | **2** | **10** |
| Smoking | Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting clients sites.
* Workers are reminded to comply with no smoking regulations at all times.
 | **5** | **2** | **10** |
| Shared use of machinery or equipment | Contact with potentially cross contaminated equipment may transmit infection | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Washing shared equipment after use with anti-virus wipes or soap and water after use.
* Gloves to be worn during use.
 | **5** | **2** | **10** |
| Working on sites with confirmed cases | Potential for cross-infection at client premises | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Ensure we follow the latest Public Health England (PHE) advice and where possible we will NOT attend the infected site unless deemed safe under guidelines from Public Health England.
* We will NOT enter any exclusion zones - Sites with confirmed cases of coronavirus we will follow advice from PHE and MUST follow all restrictions that are introduced on an individual site.
* We will NOT enter any contaminated buildings. Use client buildings only where necessary and ensure all operatives wash hands when leaving any building. Follow all on site control measures in place at all times.
 | **5** | **2** | **10** |
| Site Meetings – in groups | Potential for cross-infection and reduction of social distancing | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * There will not be no meetings in large groups.
* All non-essential meetings either postponed or completed via other means.
* Use of web meetings to complete meetings where required
* Depots managed to avoid groups of gardeners congregating. Stagger start times to minimise business risk and reduce risk of cross team contamination.
 | **5** | **2** | **10** |
| Infection at depot   | Potential for cross-infection | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * All equipment regularly cleaned and disinfected.
* All employees to wash their hands thoroughly before using any kitchen facility, or before making tea / coffee. Signage in place to remind correct technique.
* If contamination confirmed, the Company Business Continuity Plan will be activated. Alternative office / depot management procedures will be followed. Ensure all actions from Public Health UK are completed.
* Full deep clean will take place prior to site being brought back into use within the business.
 | **5** | **1** | **5** |
| Contact with Vulnerable People  | Potential for cross-infection | Employees, Third-parties, Members of the public, Clients  | **5** | **4** | **20** | * Avoid contact with any vulnerable people i.e. people over 70 & people with other ailments e.g. Heart issues, chronic lung disease, diabetics etc. are most at risk from serious consequences of exposure.
* All employees are briefed and aware of potential consequences with exposure.
* Any employee’s with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by health care professionals.
* All works planned to ensure works are not completed near vulnerable groups.
 | **5** | **2** | **10** |
| Employees within vulnerable groups  | Employees exposure to Coronavirus  | Employees, Third-parties, Members of the public, Clients | **5** | **4** | **20** | * Any employees within vulnerable groups are to remain at home for 12 weeks or as directed by government advise.
 | **5** | **1** | **5** |

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| **Hazard Severity & Likelihood** | **Severity (S)** **X** **Likelihood (L)** **=** **Risk Rating (RR)**  | **No Action Required** | **Monitor Task** | **Action Required** | **Urgent Action Required****Stop work** |
|  **Severity**  | **Likelihood**  |
| 1. Negligible – No Injury  | 1. Very Unlikely (1 in 10000)  |
| 2. Slight – Minor Injury  | 2. Unlikely (1 in 1000)  | **1** | **2** | **3** | **4** | **5** | **6** | **8** | **9** | **10** | **12** | **15** | **16** | **20** | **25** |
| 3. Moderate – Lost time Injury  | 3. Fairly Likely (1 in 100)  |
| 4. High – More than 3 days injury  | 4. Likely (1 in 10)  |
| 5. Very High – Death  | 5. Very Likely (1 in 1 – Almost certain) |

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| **PPE Requirements** | **Additional Equipment / Training**  |
| **Face Coverings** |  **Disposable Gloves** |  **Hand Sanitiser** |  |  |  |  Awareness & symptoms of coronavirus via business briefs Alcohol based Hand Wipes or gel provided The importance of hand washing and good personal hygiene, therefore, cannot be overemphasised.  |
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