



### Risk Assessment Form

<b>Name:</b>	Opening to Thorngrove to the public as essential retail	<b>Date:</b>	11.1.2021
<b>Location:</b>	Employ My Ability - Gillingham	<b>Task/Activity:</b>	Opening the garden centre as essential retail during a lockdown.

Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Revised risk rating H, M, L
<p>Something with the potential to harm: hazards listed should be all those present before controls are in place.</p>	<p>Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.</p>	<p>Indicate the rating prior to controls being in place.</p>	<p>Provide details of control measures already in place. If measures are detailed in other documents, state where.</p>	<p>Indicate the rating following implement</p>

Opening TG Garden Centre as essential retail	Risk of COVID 19 being transmitted by the following people: <ul style="list-style-type: none"> <li>• TG Garden Centre staff (including volunteers)</li> <li>• Members of the public visiting TG</li> <li>• EMA Education staff</li> <li>• EMA Day Service staff</li> <li>• Education students</li> <li>• Day service staff</li> <li>• Delivery drivers</li> <li>• Builder/ contractors</li> </ul>	H	<ul style="list-style-type: none"> <li>• No one must visit site if they feel unwell with COVID19 symptoms.</li> <li>• Testing and self-isolation in line with current government guidelines for staff and students.</li> <li>• Weekly lateral flow tests for all staff on site, to include builder/contractors.</li> <li>• Retail to work 5 days on 5 days off, testing to take place on first weekday back at work.</li> <li>• Reduce staff numbers in retail and garden centre team, all to keep 2 metre distance at all times, and work only in bubbles as directed.</li> <li>• Site split in 2 during the week to separate retail/members of the public and education/day service teams. Top sales area for retail and the public only. Black gate must remain shut, and Harris fencing used to split the site from the barn to the compost shelter.</li> <li>• Deep clean with antiviral spray after anyone reporting Covid19 symptoms.</li> <li>• Separate toilets for staff, students and customers/visitors</li> <li>• Promote 2 metre rule and stay alert at all times.</li> <li>• Only cashless payments are to be accepted in the shop.</li> <li>• Team leaders to monitor numbers and if centre becomes too busy, restrictions to be reintroduced.</li> <li>• Hand sanitiser points throughout the site.</li> <li>• Hand washing / sanitise hands regularly &amp; use PPE and the Perspex screens on all tills.</li> <li>• Daily cleaning schedules using antiviral spray.</li> <li>• Promote e-commerce and telephone ordering, with delivery and click and collect.</li> <li>• Café closed until further notice.</li> <li>• All customers and staff to wear facemasks in the enclosed areas of the garden shop, glasshouses.</li> <li>• Monday, Tuesday, Wednesday, Thursday and Friday top sales area open only, customers to be escorted by staff to glasshouses and nursery as required, and only if students numbers on site are low. Weekends, whole site open.</li> <li>• Monthly 30 day Zonos 30 day antiviral preparation.</li> </ul>	
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<b>Name:</b>	Charlotte White	<b>Signed:</b>	CEBWHITE
<b>Review Date:</b>	11.1.2021	<b>Reprint Date:</b>	11.1.2021
<b>Actions:</b>			
<b>Risk Rating</b>	<b>Action required</b>		
High E.g. fatality possible to one or more person however infrequent, major injury to few individuals occurring frequently.	Immediate action required		
Medium E.g. major injury to one/few persons occurring frequently,	Requires attention as soon as possible		
Low E.g. minor injury occurring infrequently to few people.	Not a priority, may need attention if not as low as reasonably practicable		