

Risk Assessment Form

Name:	Opening to Thorngrove to the public as essential retail with takeaway food.	Date:	1.4.2021
Location:	Employ My Ability - Gillingham	Task/Activity:	Opening the whole garden centre site as essential retail with takeaway food.

Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Revised risk rating H, M, L
Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place.	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Indicate the rating following implementation of controls.
Opening TG Garden Centre as essential retail	Risk of COVID 19 being transmitted by the following people: <ul style="list-style-type: none"> • TG Garden Centre & Secret Garden Cafe staff (including volunteers) • Members of the public visiting TG • EMA Education staff • EMA Day Service staff • Education students • Day service staff • Delivery drivers • Builder/ contractors 	H	<ul style="list-style-type: none"> • No one must visit site if they feel unwell with COVID19 symptoms. • Testing and self-isolation in line with current government guidelines for staff and students. • Weekly (part time hours) twice weekly (for full time) lateral flow tests for all staff on site, to include builder/contractors. • Staff to keep 2 metre distance at all times, and work only in bubbles as directed. • Team leaders to monitor numbers and if centre becomes too busy, restrictions to be reintroduced. Dialogue with education team if concerns around numbers of customers and the student's safety. • Deep clean with antiviral spray after anyone reporting Covid19 symptoms. • Separate toilets for staff, students and customers/visitors • NHS track and trace inline with government guidelines • Promote 2 metre rule and stay alert at all times. • Cashless payments where possible. • Hand sanitiser points throughout the site. • Hand washing / sanitise hands regularly & use PPE and the Perspex screens on all tills. • Daily cleaning schedules using antiviral spray. • Promote e-commerce and telephone ordering, with delivery and click and collect. • Café to open for takeaway only-all food must be taken off the site of the café. • All customers and staff to wear facemasks in the enclosed areas of the garden shop, glasshouses. • Monthly 30 day Zonos 30 day antiviral preparation. 	M

Name:	Charlotte White	Signed:	CEBWHITE
Review Date:	14.3.2021	Reprint Date:	14.03.2021
Actions:			
Risk Rating	Action required		
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		