


## Risk Assessment Form

|                  |                                |                       |   |
|------------------|--------------------------------|-----------------------|---|
| <b>Name:</b>     | Retail and Café Open to public | <b>Date:</b>          | 17.8.2021                                       |
| <b>Location:</b> | Employ My Ability - Gillingham | <b>Task/Activity:</b> | Café and retail open in current covid situation |

| <b>Hazard</b><br><br>Something with the potential to harm: hazards listed should be all those present before controls are in place. | <b>Possible effects/harm</b><br><br>Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.   | <b>Risk rating H, M, L</b><br><br>Indicate the rating prior to controls being in place. | <b>Detail existing controls</b><br><br>Provide details of control measures already in place. If measures are detailed in other documents, state where.   | <b>Revised risk rating H, M, L</b><br><br>Indicate the rating following implementation of controls. |
|---|---|---|--|---|
| Opening TG Garden Centre site in Covid 19 pandemic.   | Risk of COVID 19 being transmitted by the following people: <ul style="list-style-type: none"> <li>• TG Garden Centre &amp; Secret Garden Cafe 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>• <b>Builder/ contractors</b></li> </ul> | M   | <ul style="list-style-type: none"> <li>• No one must visit site if they feel unwell with COVID19 symptoms.</li> <li>• Encourage twice weekly for full time lateral flow tests for all staff on site, to include builder/contractors.</li> <li>• Staff to try and maintain social distance and wear a face covering around those they don't normally come into contact with at work; this includes other staff members, contractors and customers.</li> <li>• 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.</li> <li>• Deep clean with antiviral spray after anyone reporting Covid19 symptoms.</li> <li>• Separate toilets for staff, students and customers/visitors</li> <li>• Continue to promote 2 metre rule and wearing of facemasks</li> <li>• Cashless payments where possible.</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>• Continue to promote and develop e-commerce and telephone ordering, with delivery and click and collect.</li> <li>• Promote facemasks wearing on site for customers</li> <li>• Monthly 30 day Zonos 30 day antiviral preparation.</li> <li>• Self-isolation for close contacts of those vaccinated to be replaced with a PCR test. Only self-isolate if positive for Covid in line with current government advice 16<sup>th</sup> Aug 2021.</li> </ul> | L   |

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|--|-----------------|--|--|
| <b>Name:</b>   | Charlotte White | <b>Signed:</b>   | CEBWHITE   |
| <b>Review Date:</b>  | 17.8.2021       | <b>Reprint Date:</b>   | 17.9.2021  |
| <b>Actions:</b>  |                 |  |  |
| <b>Risk Rating</b>   |                 | <b>Action required</b>   |  |
| High<br>E.g. fatality possible to one or more person however infrequent, major injury to few individuals occurring frequently. |                 | Immediate action required  | <br><b>EMPLOY</b><br>MY ABILITY |
| Medium<br>E.g. major injury to one/few persons occurring frequently,   |                 | Requires attention as soon as possible                                     |  |
| Low<br>E.g. minor injury occurring infrequently to few people.   |                 | Not a priority, may need attention if not as low as reasonably practicable |  |