

## Risk assessment for Gardens Department

Company name: Clare College

Assessment carried out by: Kate Hargreaves

Date of next review: As and when government guidelines change

Date assessment was carried out: 1.6.2020, 30.6.2020, 23.7.2020, 28.8.2020, 7.1.2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Infection from Coronavirus	Gardens Staff	Staff told to keep social distancing. This is in line with current guidance. Staff will clean the toilet and breakroom area when they finish work and before they start.	Implement shift work and staggered break times. Shift of three people to have breaks in separate areas – potting shed, tool shed, messroom, office. Put up signs on handwashing, not touching face and cough/clear throat/sneeze into arm. Personal hand sanitiser to be issued as well as dispensers in the messroom/toilet/office/tool	Kate Hargreaves	End of government furlough scheme	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			shed. Staff must keep all personal belongings in the lockers provided.			
<b>Infection from CoronaVirus</b>	Fellows, students, staff and members of the public.	2 face coverings have been issued to all fellows and staff. Guidance has been issued to all fellows and staff on the use of face coverings.	2 face coverings to be issued to all students.  All gardens staff are issued with disposable face coverings as necessary.	Brenan Morgan to supply and Kate Hargreaves to implement	Firstly, when full Gardens team are back fulltime, and to be continued when students return to College	Sept 2020
<b>Equipment sharing</b>	Gardens Staff	Members do not share tools and only use the ones dedicated to them.	Ensure staff only use personal tools colour coded to them and implement a cleaning regime for any machinery that needs to be used.	Kate Hargreaves	End of government furlough scheme	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Opening of doors/gates</b>	All staff, fellows, students	Handwashing for at least 20 seconds after touching gates/doors. Not touching face until hands washed. Use hand sanitiser if not possible to wash hands.	Where possible leave doors/gates open to minimise contact as long as it doesn't impede security. Put up signs on handwashing, not touching face and cough/clear throat/sneeze into arm. Personal hand sanitiser to be issued as well as dispensers in the messroom/toilet/office/tool shed.	Kate Hargreaves	End of government furlough scheme	
<b>Collection of lunch provided by the college</b>	All staff, fellows, students	Currently there is no food provision by the college  <b>Food provision has commenced (Aug '20).</b> Staff only to retrieve their own food in their allotted time slot. Staff must wear a face covering when collecting food and use	When food provision recommences, staff only retrieve their own food. Do not touch anyone else's. Maintain social distancing from any other person you may encounter in transit. Ensure hands are washed for at least 20 seconds before touching food or	All Gardens staff	Once food provision commences	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		hand sanitiser upon entering the food servery building. Eat food away from others and clean down area after use. No food waste or dirty utensils to left in communal areas.	face. Eat food separately from others, outside if possible or in an allocated area of the messroom/potting shed/tool shed/office. Clean down area before meal commencement and after you have finished. No packaging or food substance to be left in communal area, everything must be cleared away and cleaned for the next user.			
<b>Two person lift, manual handling</b>	Gardens Staff	Maintain as much distance from each other as possible. If need to speak, direct face away from cohort. Wear a face covering if this is not possible. Avoid touching the same area and wash	Always check to see if machinery or equipment can be used instead.	All Garden staff	When staff are lifting/working together	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		hands for at least 20 seconds or use hand sanitiser if needed.				
<b>Multiple users in office</b>	Gardens staff	Moved desks further than 2m apart. Put an opaque dividing screen between desks. Both desks are next to windows that can be opened for ventilation. Users must wash hands upon entry and clean any communal surfaces that have been touched. Use hand sanitiser regularly. Avoid desk sharing. <b>Avoid coughing/sneezing/throat clearing in confined space; if unavoidable, turn towards open window and cover face with arm/shoulder.</b> Keep windows and door open for ventilation.	Stagger use of office. Do office work from home when possible. Do not allow non Garden staff into office. Minimise through movement by staff to gain access to stores – possible use of loft hatch access.	Primarily Steve and Kate but all staff need to be aware of restrictions and working practices.  As of Nov'20 the only office user is Kate. When a new deputy is appointed the same rules will apply.	Immediate effect	29.6.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Coughing/sneezing/throat clearing in an enclosed space that may be used by another person</b>	Gardens Staff	<p><i>No staff currently share space.</i></p> <p>Update: staff on phased return have read this risk assessment and issues will be verbally iterated upon first day back induction.</p> <p><b>Extra signage has been displayed as to the importance of not coughing in an enclosed space without covering ones mouth.</b></p>	When more staff return, ensure all staff are aware of dangers of coughing/sneezing/throat clearing into an enclosed area that another staff member may use eg messroom/toilet/office/tool shed/potting shed/ greenhouse/polytunnel. Put up posters to remind staff to cover mouth with arm and wash hands/use sanitiser if necessary. Keep doors and windows open where possible.	All Gardens staff	Everyday	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)