

## Health and Safety Risk Assessment Form

<b>Ref No:</b>	LGF/Covid-19	<b>Task/Function:</b>	LGF Covid-19	<b>Location: LGF</b>	Lower Grange Farm
<b>Risk Assessor:</b>	LGF Management	<b>Date:</b>	10 <sup>th</sup> December 2021	<b>Persons at Risk:</b>	Everyone
<p style="text-align: center;"><b>Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary)</b>          (NB: Risk Levels in last column indicate anticipated scores after Action is taken)</p>					
Hazard (What might cause harm?)	Risk(s) (What harm might be caused?)	Risk level before action L/M/H	Current control measures and/or action to reduce/eliminate risk (Including action by whom and by when)	Risk level after action L/M/H	
Exposure to Covid-19 from other persons attending LGF	Risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> <li>It is strongly recommended and encouraged that staff take advantage of the free lateral home tests and report their results to the Office &amp; Finance Manager</li> <li>Any person who had or shows symptoms of the virus to not attend site</li> <li>LGF has a QR code for the government trace app and these are dotted around the site for anyone to scan</li> <li>Government guidelines are followed at all times and updates are implemented as soon as possible</li> <li>Signage in place for symptoms of Covid-19</li> <li>Sanitizer available for use across site</li> <li>Face masks are to be worn by everyone, unless exempt, inside LGF buildings</li> </ul>	M	
Minimising the spread of the virus	Risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> <li>Ensure all follow safety signs, maintain good personal hygiene, areas are sanitized and cleaned regularly and correct clothing &amp; PPE is worn and used where applicable</li> <li>Hand sanitizer available throughout the site as well as handwashing facilities</li> <li>Staff encouraged to frequently wash hands or sanitize them</li> </ul>	M	
Staff illness	Risk of infection from Covid-19 – illness, hospitalisation, death	H	<ul style="list-style-type: none"> <li>Government guidance for safe working to be followed at all times</li> <li>LGF is a Covid-secure workplace</li> </ul>	M	

Cleaning of premises	Cross contamination, risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>Daily cleaning in place</li> <li>Areas used for activities are cleaned before and after use</li> <li>Cleaning of desks, handles and high touch points throughout the day</li> <li>Waste is regularly and safely disposed of – PPE to be worn as appropriate</li> <li>Litter is collected safely and disposed of regularly using appropriate PPE</li> <li>Cleaning checklists are completed daily and stored in Office in line with record retention policy</li> </ul>	L
PPE Use	Cross contamination, risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>PPE purchased (disposable face masks, visors, gloves etc)</li> <li>PPE used following government guidance</li> <li>PPE is not shared between staff members</li> <li>Records of PPE usage kept for all staff in line with record retention policy</li> </ul>	L
Normal group sizes too large	Risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> <li>Government guidance on group size followed at all times</li> <li>Sporting governing body advice on group sizes for activities followed at all times</li> </ul>	L
Safe delivery of activities	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>Activities are operated based on NGB and government guidance (<i>please see specific activity risk assessment and the Activity Covid-19 risk assessment</i>)</li> </ul>	L
Use of equipment, resources, soft furnishings	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>NGB guidance on use of equipment to be followed at all times and reviewed and updated regularly by Activity Manager (<i>please see specific activity risk assessment and the Activity Covid-19 risk assessment</i>)</li> </ul>	L
Lack of ventilation	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>All spaces, where possible, are well ventilated using natural ventilation (such as open windows)</li> </ul>	L
Public footpath	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>Sign reminding public to stay on footpath and that this is a Covid-secure site</li> <li>Signs visible entry points to public footpath</li> </ul>	L
Regular hirers	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>Hirers required to send in their own risk assessments which are then shared with and approved by LGF management</li> </ul>	L

Weddings	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> <li>• Hand sanitizers located at various locations around the site</li> <li>• 6 separate rooms are available for interviewing the couple</li> </ul>	L
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<b>Risk Assessor:</b>	Jamie Lucas	<b>Signed:</b>	J Martin	<b>Manager</b>	Jim Martin
<b>Date:</b>	09/12/21	<b>Date:</b>	10/12/21	<b>Review Date:</b>	10/06/22

## Appendix

- 1) <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
- 2) <https://www.gov.uk/government/publications/instructions-for-covid-19-self-test>
- 3) <https://www.gov.uk/guidance/coronavirus-covid-19-wedding-and-civil-partnership-ceremonies-receptions-and-celebrations>
- 4) <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>