

Health and Safety Risk Assessment Form

Ref No:	LGF/Covid-19	Task/Function:	LGF Covid-19	Location: LGF	Lower Grange Farm
Risk Assessor:	LGF Management	Date:	20 th May 2021	Persons at Risk:	Everyone

Risk Levels:- L = Low; M = Medium; H = High (Use L-M, or M-H to indicate intermediate risk levels, if necessary)
 (NB: Risk Levels in last column indicate anticipated scores after Action is taken)

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"> Wherever possible employees should be encouraged to work from home It is strongly recommended and encouraged that staff take advantage of the free lateral home tests and report their results to the Office & Finance Manager Any person who had or shows symptoms of the virus to not attend site All volunteers, visitors and contractors (except where making deliveries) to complete the site 'Track & Trace' form (which are kept in a locked cabinet for 21 days and then shredded) LGF has a QR code for the government trace app and these are dotted around the site for anyone to scan Government guidelines are followed at all times and updates are implemented as soon as possible Signage in place for symptoms of Covid-19 Sanitizer available for use across site Social distancing maintained at all times in all areas 	M
Minimising the spread of the virus	Risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> Ensure all follow safety signs, respect social distancing, maintain good personal hygiene, areas are sanitized and cleaned as they are used and correct clothing & PPE is worn and used where applicable All bubbles are kept separate from one another and given designated areas (i.e: toilets) to use which are cleaned in between changes of bubbles 	M

			<ul style="list-style-type: none"> • Hand sanitizer available throughout the site as well as handwashing facilities • Staff encouraged to frequently wash hands or sanitize them 	
Staff illness	Risk of infection from Covid-19 – illness, hospitalisation, death	H	<ul style="list-style-type: none"> • Staff to be given option to work from home where possible • Physical contact to be limited • Social distancing to be maintained at all times between different staff members and between staff and the public • Government guidance for safe working to be followed at all times • LGF is a Covid-secure workplace 	M
Cleaning of premises	Cross contamination, risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> • Daily cleaning in place • Areas used for activities are cleaned before and after use • Cleaning of desks, handles and high touch points throughout the day • Waste is regularly and safely disposed of – PPE to be worn as appropriate • Litter is collected safely and disposed of regularly using appropriate PPE • Cleaning checklists are completed daily and stored in Office in line with record retention policy 	L
PPE Use	Cross contamination, risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> • PPE purchased (disposable face masks, visors, gloves etc) • PPE used following government guidance • PPE is not shared between staff members • Records of PPE usage kept for all staff in line with record retention policy 	L
Normal group sizes too large	Risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> • Government guidance on group size followed at all times i.e: educational bubbles, work bubbles, rule of 6 indoors and 30 outdoors (both effective from 17th May 2021) • Sporting governing body advice on group sizes for activities followed at all times 	L
Social distancing in offices and meeting rooms	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> • Reduced number in offices and meeting rooms to meet government guidance • Social distancing maintained at all times • PPE (face masks) available for use if needed 	L

Safe delivery of activities	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> Activities are operated based on NGB and government guidance (<i>please see specific activity risk assessment and the Activity Covid-19 risk assessment</i>) 	L
Reduction of movement around site and between different groups	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> Groups moved around site in bubbles Resources for activities prepared in advance by staff so all learning materials are located in the same area as will be used No two groups mixed during activities and to only take place in bubbles and allocated areas Break times between groups staggered so that all groups are not moving around the site at the same time Drop offs and collections staggered to reduce numbers on site at any one time and crossover of groups Drop off and drive in place (if group leader has not arrived parents to wait in car with child) Signage in place across site reminding and reinforcing social distancing Toilets allocated to bubbles and cleaned between use of different bubbles 	L
Use of equipment, resources, soft furnishings	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> 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>) 	L
Lack of ventilation	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> All spaces, where possible, are well ventilated using natural ventilation (such as open windows) Office doors kept open to allow ventilation (keeping in mind fire safety where applicable) 	L
Use of toilets & shower blocks	Cross contamination, risk of infection – illness, hospitalisation, death	H	<ul style="list-style-type: none"> Entry into toilet blocks limited to number of cubicles available Shower blocks are socially distanced with middle shower out of use Group leaders to direct children Toilets and showers cleaned frequently 	M
Public footpath	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> Sign reminding public to stay on footpath and that this is a Covid-secure site 	L

			<ul style="list-style-type: none"> • Signs visible entry points to public footpath 	
Regular hirers	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> • Hirers required to send in their own risk assessments which are then shared with and approved by LGF management 	L
Weddings	Risk of infection – illness, hospitalisation, death	M	<ul style="list-style-type: none"> • Hand sanitizers located at various locations around the site • 6 separate rooms are available for interviewing the couple and adhere to social distancing guidelines • All weddings will only be attended by the number of people allowed under current government guidelines • The barn provides 2m social distancing for the ceremony to take place • Our outdoor space allows for 2m social distancing • The barn allows for a safe and secure entry and exit for the registrars with there being two large doorways 	L

Risk Assessor:	Jamie Lucas	Signed:	J Martin	Manager	Jim Martin
Date:	20/05/2021	Date:	25/05/2021	Review Date:	21/06/2021

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>