

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<b>Increased risk of infection and complications for vulnerable workers</b>	Growers  Admin staff	<ul style="list-style-type: none"> <li>- Identify who in your work force fall into one of the following categories: <ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable</li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> <li>➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)</li> </ul> </li> <li>- Discuss with employees what their personal risks are and identify what you need to do in each case</li> <li>- Identify how and where someone in one of these categories will work in line with current government guidance</li> <li>- If they are coming into work identify how you will protect them through physical (social) distancing and hygiene procedures</li> </ul>	- Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		
<b>Poor workplace ventilation leading to risks of coronavirus spreading</b>	Share collectors  Growers  Admin staff	<ul style="list-style-type: none"> <li>Sides of polebarn open for ventilation , collection space door open for ventilation</li> <li>Only 1 person allowed in office caravan at once or windows and door open and physical distancing maintained between 2 people</li> </ul>			

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<p><b>Getting or spreading coronavirus by not washing hands or not washing them adequately</b></p>	<p>Share collectors</p> <p>Pop up restaurant customers</p> <p>Volunteers</p> <p>Growers</p> <p>Delivery drivers</p>	<p>- Provide water, soap and drying facilities at wash stations</p> <p>- Provide information on how to wash hands properly and display posters at wash stations</p> <p>Wash stations: Car park Shower room Outside sink Polebarn sink</p> <p>4 sink options should cover busy collection times given limits on number of people in collection space. Outside sinks are always available even if other facilities are closed (e.g. for delivery drivers)</p> <p>Additionally, tongs provided for collecting food which is not normally cooked before eating (e.g. salad)</p>	<p>- Put signs up to remind people to wash their hands</p> <p>- Identify how you are going to replenish hand washing/sanitising facilities</p> <p>- Identify how/when you are going to clean tongs</p>	<p>Done</p> <p>General Administrator / Admin workshare</p> <p>General administrator</p>	<p>Done</p> <p>On min. twice weekly basis</p> <p>On min. twice weekly basis</p>

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<p><b>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</b></p>	<p>Share collectors</p> <p>Pop up restaurant customers</p> <p>Growers</p> <p>Admin Staff</p>	<p><b>Frequently touched surfaces:</b></p> <p>Hand washing facilities – signage advising people to turn off taps with elbow/paper towel</p> <p>Scales – low risk due to masks and hand washing systems</p> <p>Salad tongs – low risk due to masks and hand washing systems, plus washed min. twice weekly</p> <p>Sign off sheet – low risk due to masks and hand washing systems</p> <p>Kitchen – surfaces sprayed with antibacterial cleaner before and after use</p> <p>- Contact with surfaces is otherwise reduced as much as possible by leaving open doors to washing facilities, pole barn and collection space</p> <p>- Avoid sharing work equipment in a session; 3-4 days between uses</p> <p>- Keep collection space surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p>	<p>- Put in place monitoring to make sure people are following controls, ie are carrying out the cleaning regimes implemented</p> <p>- Provide information telling people who needs to clean and when</p> <p>Replenish cleaning products regularly – bulk order / on site refilling</p>	<p>General admin Kitchen users</p> <p>General admin</p> <p>Bulk order – general admin Refilling on site – general admin / admin workshare</p>	<p>Before and after use of kitchen</p> <p>Tongs – twice weekly</p> <p>Checked weekly</p>

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<b>Contracting or spreading the virus by not physical (social) distancing</b>	Share collectors  Volunteers  Growers	Places where physical (social) distancing would be difficult in normal circumstances: <ul style="list-style-type: none"> <li>- Share collection space: Limit 3 people in space at once, masks required, collection times on Wednesdays extended by 2 hours</li> <li>- Steering committee meetings: Held online or outside weather permitting</li> <li>- Queues for share collection: Reminder on board for people to maintain distance whilst on site</li> <li>- Work mornings (esp. polytunnels): Grower on duty assigns tasks to single households where distancing can't be maintained, encourages different households to maintain distancing</li> </ul>	- Provide signage and ways to communicate to non-employees what they need to do to maintain physical distancing (blackboards around site, reminders in weekly emails)	Done	Done

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<b>Getting or spreading coronavirus in common use high traffic areas: pole barn, collection space, outside queues</b>	Share collectors  Pop up restaurant customers	Polebarn: Sides of pole barn open for ventilation.  Share collection space: Masks requested to be worn inside. Reminders on blackboards. Hand washing before entering these spaces. Maximum 3 person limit in share collection space. Doors and windows to collection space open for ventilation. Extended collection times on Wednesdays by 2 hours to reduce crowding.	- Take note of any near-miss style reports from share members	General admin Cascade to staff team/ steering committee	As needed

Risk assessment based on:

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

More info if needed:

<https://www.local.gov.uk/covid-19-outdoor-events-guidance>

<https://www.eventbrite.co.uk/l/covid19-event-safety/>

Other groups using the site need to do their own risk assessment and ensure they are adhering to government guidelines.