

2. Task(s) or Process * Guidance	3. Hazards * Handling, lifting, carrying	4. Persons at Risk Examples	5. Existing Controls Examples	6. Risk Rating: H/M/L * Guidance	Are Existing controls adequate? ? Yes No	Additional controls required
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Activity/task	Hazards/associated Risks	Who might be harmed	Existing Controls	Risk rating Likelihood X Severity = Risk			Are existing controls adequate? Yes/No	Additional controls required
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Public access to the workshop	Spread of Covid-19 Coronavirus	General public  LGW keyholders  LGW members  LGW tutors  Course participants	<p>Phased introduction in line with government guidance. Currently no public access.</p> <p>No visitors to the workshop without prior arrangement.</p> <p>Gates to the workshop be kept shut to prevent the public from entering.</p> <p>All visitors to observe social distancing and hygiene recommendations as set out for members of the workshop.</p> <p>Signage on the workshop gate to communicate that we are no longer open to the public, how the public can contact us to arrange a visit and how we are keeping the workshop covid safe.</p>	1	4	4 (L)		Create signage for the workshop gate.

			<p>All visitors recorded in daily register by responsible keyholder/ tutor.</p> <p>Until government track and trace system is fully operational, anyone who has used the workshop who subsequently tests positive for Covid-19 is requested to inform London Green Wood.</p> <p>All course visitors who stay in the workshop for longer than 15minutes will be required to give a phone no. and email address so they can be contacted if it is discovered that another user tested positive for Covid-19.</p>					<p>Make sure all keyholders and tutors understand their responsibilities.</p> <p>Hackney Council and LGW to agree when centralised track and trace system is thought to be working sufficiently.</p> <p>Create additional register with contact details to be kept for 14 days.</p> <p>Update LGW's GDPR policy to include this.</p>
			No. of people within the workshop limited in accordance with government guidance. Course sizes to be reduced where necessary.					Max. workshop users to expand/ contract as restrictions are eased.
			Social distancing by maintaining a 2m space between all workshop users in compliance with government guidance.					Mark 2m distances on benches and within the workshop.
			Communication of coronavirus control measures to all users and visitors via information on our website.					Make this risk assessment available on our website.

			Written and printed coronavirus virus safety measures available to all users at the workshop.					Summarise coronavirus control measures on our website for visitors to the workshop and for use by other community spaces.  Create signage within the workshop.  Print coronavirus safety measures which will be available as handouts.
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Hazard No	Associated Risk Assessments Required Examples	Existing Training	Additional Training Required	Risk Rating with additional Controls
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Manager.....

Date.....

Signature.....

## Guidance on completing the risk assessment

1. **Description of the work:** A general description of the work e.g. Grounds Maintenance; Office Activities; Waste collection; Care of the elderly;
2. **Task or Process:** A brief description of the specific work being carried out e.g. care of the elderly; tree surgery; use of a paper shredder; bulk waste collection etc. or the process being assessed.
3. **The Hazard(s):** A brief description of the potential for causing harm or loss.
4. **Persons at Risk.** The type and numbers of person at risk may impact the degree and likelihood of the risk.
5. **Existing Controls:** Consider current controls in place and if they are adequate.
6. **Risk Classification:** In considering the likelihood of an injury or incident occurring the following potential contributory factors should be considered:-
  - How frequent the work is carried out? A higher frequency may increase the risk.
  - Whether those carrying out the work are more at risk e.g. young persons, expectant mothers, or someone with little experience.
  - Are suitable tools and equipment available that are properly maintained?
  - Has a safe system of work been established and implemented?
  - Has suitable information, instruction and training been provided?
  - Is there adequate supervision?
  - Are the health and safety measures being taken adequate?

### Likelihood of occurrence

1. **Improbable**
2. **Remote**
3. **Possible**
4. **Probable**
5. **Certainty**

### Potential Severity of injury or financial loss

1. **None**
2. **Negligible**
3. **Minor**
4. **Major**
5. **Fatal**

### Risk = Likelihood X Severity

Using the values above determine the risk classification by multiplying the likelihood and the potential severity you consider appropriate and enter the result in the matrix below to obtain the risk rating: e.g. If you consider the potential harm to be major (4) and the likelihood to be remote (2) the risk classification is  $4 \times 2 = 8$  which is classed as a "Medium" risk using the matrix.