

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
				L	S	R		
Provision of courses	Spread of Covid-19 coronavirus	Course participants LGW tutors	No courses to take place until easing of coronavirus restrictions allows and government guidance is updated. (anticipated from 5 <sup>th</sup> July).  All courses suspended until restrictions are eased.	3	4	12 (M)		Regularly check full government guidance. ( <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> ).
			Course no.s reduced to allow social distancing.					Reschedule/ refund course participants where necessary.
			Course participants and tutors with symptoms of Covid-19 are asked to remain at home and get a coronavirus test ( <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> ).  If course participants and tutors become unwell at the workshop they will be sent home and advised to follow the stay at home guidance					Share this risk assessment, stay home advice and how to get a coronavirus test with all LGW tutors.  Make this risk assessment, stay home advice and how to get a coronavirus test available to all prospective course participants on our website. Provide a link to this in pre-

			<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">(https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/)</a>.</p>				course information for everyone who books on a course.
			<p>Course participants who have tested positive for Covid-19, have symptoms of coronavirus or have been requested by the track and trace system to self-isolate will not be allowed to attend courses and will be offered alternative dates to reschedule their place onto.</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 participants will be required to give a phone no. and email address so they can be contacted if it is discovered that another participant tested positive for Covid-19.</p>				<p>Communicate this and change to usual refund and reschedule terms in pre-course information.</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 to be kept for 14 days after each course.</p> <p>Update LGW's GDPR policy to include this.</p>
			<p>If advised that anyone who has been at the workshop has developed Covid-19, the tutor will inform the directors of LGW. A tutor or director will contact everyone who has been in contact with that person in the workshop in the 48hr period before symptoms developed,</p>				<p>Ensure all directors and keyholders understand their responsibilities.</p>

			<p>and advise them of track and trace guidance  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">(https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/)</a>.</p>				
			<p>LGW tutors take responsibility for Health and Safety on their courses, including implementing the coronavirus control measures set out in this risk assessment and ensuring that all users comply.</p> <p>Tutors to keep a daily register of all users and visitors to the workshop.</p>				Ensure all tutors understand their responsibilities.
			<p>Where tutors need to assist a course participant in close proximity, assistance will be given with tutor and participant working side by side rather than face to face.</p>				Communicate this with all LGW tutors.
			<p>Course participants to be allocated tools for the duration of the course. Where tools are swapped they will be cleaned between users.</p> <p>Tutors to use a single set of tools for the duration of the course and not to use course participants tools for demonstration purposes.</p>				Communicate this with all LGW tutors.

			<p>Course participants asked not to touch other people's work.</p> <p>Tutors asked to wash their hands regularly whilst teaching.</p>				
			<p>LGW suggest that all tutors and course participants travel to the workshop on foot or bike where they can.</p> <p>LGW provide car parking, where possible.</p> <p>LGW request that tutors and course participants who need to use public transport to access the workshop wear a face mask, as required by government guidance.</p>				<p>Tutors to keep up to date with effect of Thames Water works in front of the park on parking provision.</p> <p>Communicate LGW's travel preferences in pre-course information.</p>
			<p>Additional hand washing facilities with soap and water in the workshop.</p> <p>Ask all users to wash hands on arrival and before cleaning tools.</p>				<p>Create signage within the workshop.</p> <p>Communicate coronavirus control measures in pre-course information.</p>
			<p>All tools to be cleaned after use and between users. Responsibility of tutors.</p> <p>Daily cleaning of other objects and surfaces that are touched regularly, e.g. gate, padlocks, handwashing station. Responsibility of tutors.</p>				<p>Communicate this with all LGW tutors.</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.
			LGW courses are usually taught outdoors. During the winter we occasionally use the Abney Park classroom. When tuition is moved indoors, both tutors and students will be required to wear masks at all times.				Provide disposable masks for use in classroom.
			Social distancing between all workshop users in compliance with government guidance, currently 2m or 1m with additional protection measures (e.g. working side by side rather than face to face, or wearing face masks).				Mark 2m distances on benches and within the workshop.
			Communication of coronavirus control measures to all course participants prior to and upon arrival.  Tutors to summarise coronavirus control measures with all course participants in course introduction.  Written and printed coronavirus				Communicate coronavirus control measures with all tutors via email.  Communicate coronavirus control measures with all course participants in pre-course information.  Create script for tutors to read from during course

			virus safety measures available to all users at the workshop.				introduction.  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.
Used of shared spaces	Spread of Covid-19 coronavirus	All users	All workshop users asked to wash hands in the workshop before using communal facilities eg. kitchen and toilets.  Hand washing facilities have been installed within the workshop.	2	4	8 (M)	Create signage in the workshop.

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.