

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
-------------------------------------	---	--------------------------------	----------------------------------	--	--	------------------------------

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		
London Green Wood (LGW) members use of the workshop	Spread of Covid-19 coronavirus	LGW keyholders LGW members	LGW aims to provide a covid safe workspace for members who feel comfortable to attend. Members are under no obligation to attend the workshop and those who are not yet able to, or do not want to, have the option of suspending their membership fee until they are ready to return.	2	4	8 (M)		Communicate coronavirus control measures with all members via email.
			Designated keyholder to take responsibility each day for Health and Safety, including implementing the coronavirus control measures set out in this risk assessment and ensuring that all users comply.					Create keyholder rota. Ensure all directors and keyholders understand their responsibilities.
			Designated keyholder to keep a daily register of all users and visitors to the workshop.					
			Members and keyholders with symptoms of Covid-19 are asked to					Share this risk assessment, stay home advice and how to

			<p>remain at home and get a coronavirus test (https://www.nhs.uk/ask-for-a-coronavirus-test).</p> <p>If members or keyholders become unwell at the workshop they will be sent home and advised to follow the stay at home guidance (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/).</p>				<p>get a coronavirus test with all members.</p>
			<p>LGW suggest that all members travel to the workshop on foot or bike where they can.</p> <p>LGW provide car parking for members, where possible.</p> <p>LGW request that members who need to use public transport to access the workshop wear a face mask, as required by government guidance.</p>				<p>Keyholders 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 to members by email.</p>
			<p>Additional hand washing facilities with soap and water in the workshop.</p> <p>Ask members to wash hands on arrival and before cleaning tools.</p>				<p>Create signage within the workshop.</p>

			<p>All tools to be cleaned after use and between users.</p> <p>Daily cleaning of other objects and surfaces that are touched regularly, e.g. gate, padlocks, handwashing station.</p>				
			No. of people within the workshop limited in accordance with government guidance.				Max. workshop users to expand/ contract as restrictions are eased.
			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.
			<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 Jo Clarke or Dave Evers.</p> <p>If advised that anyone who has been at the workshop has developed Covid-19, Jo Clarke or Dave Evers will inform the directors of LGW. A keyholder or director will contact everyone who has been in contact with that person in the workshop in the 48hr period before</p>				<p>Communicate this with all members (on our website, on the members email list and with signage at the workshop).</p> <p>Hackney Council and LGW to agree when centralised track and trace system is thought to be working sufficiently.</p> <p>Ensure all directors and keyholders understand their responsibilities.</p>

			<p>symptoms developed, and advise them of track and trace guidance (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/).</p>					
			<p>Communication of coronavirus control measures to all users prior to and upon arrival.</p> <p>Written and printed coronavirus virus safety measures available to all users at the workshop.</p>					<p>Communicate coronavirus control measures with all members via email.</p> <p>Summarise coronavirus control measures on our website for visitors to the workshop and for use by other community spaces.</p> <p>Create signage within the workshop.</p> <p>Print coronavirus safety measures.</p>
Used of shared spaces	Spread of Covid-19 coronavirus	All users	<p>All workshop users asked to wash hands in the workshop before using communal facilities eg. kitchen and toilets.</p> <p>Hand washing facilities have been installed within the workshop.</p>	2	4	8 (M)		Create signage in the workshop.

Hazard No	Associated Risk Assessments	Existing Training	Additional Training	Risk Rating with
-----------	-----------------------------	-------------------	---------------------	------------------



	Required Examples		Required	additional Controls
--	------------------------------	--	-----------------	----------------------------

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.