



**London Green Wood Covid-19 risk assessment-**

**Date:** 25/06/20, reviewed 01/03/21

**Assessed by:** Jo Clarke

Activity/ task	Hazards/ associated risks	Control measures	Likelihood (L)	Severity (S)	Risk rating <i>LxS=Risk</i>	Additional controls required
London Green Wood (LGW) members use of the workshop	Spread of Covid-19 coronavirus	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.  Designated keyholder to keep a daily register of all users and visitors to the workshop.				Keep keyholder rota up to date.  Ensure all directors and keyholders understand their responsibilities.
Provision of courses	Spread of Covid-19 coronavirus	No courses to take place until easing of coronavirus restrictions allows and government guidance is updated. (anticipated from 29 <sup>th</sup> March).  All courses suspended until restrictions allow.	3	4	12 (M)	Regularly check full government guidance ( <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> ).
All activities	Spread of Covid-19 coronavirus	All users (members, keyholders, 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> ).	3	4	12 (M)	Share this risk assessment, stay home advice and how to get a coronavirus test with all

		<p>If course participants and tutors become unwell at the workshop they will be sent home and advised to follow the stay at home guidance (<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>				<p>members, tutors and keyholders.</p> <p>Key points from this risk assessment shared with all course participants in advance, and available on LGW website.</p>
		<p>Any user who has tested positive for Covid-19, has symptoms of coronavirus or has been requested by NHS Test and Trace to self-isolate will not be allowed to attend the workshop.</p> <p>Course participants will be offered alternative dates to reschedule their place.</p>				<p>Key points from this risk assessment shared with all course participants in advance, and available on LGW website.</p>
		<p>All users are required to give a phone no. and email address (alongside optional NHS Test and Trace) so they can be contacted if it is discovered that another participant tested positive for Covid-19.</p> <p>Anyone who has used the workshop who subsequently tests positive for Covid-19 is requested to inform London Green Wood.</p>				<p>Contact tracing register to be kept for 14 days after each session and then destroyed.</p>
		<p>If advised that anyone who has been at the workshop has developed Covid-19, the tutor/ keyholder will inform the directors of LGW. A keyholder, tutor or director will contact everyone who has been in contact with that person in the workshop in the 48hr period before symptoms developed, 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-">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-</a></p>				<p>Ensure all directors and keyholders understand their responsibilities.</p>

		<a href="#">youve-been-in-contact-with-a-person-who-has-coronavirus/</a> ).				
		LGW tutors are responsible 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. Tutors to keep a daily register of all users and visitors to the workshop.				Ensure all tutors understand their responsibilities.
		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, or wearing facemasks.				Communicate this with all LGW tutors.
		Course participants to be allocated tools for the duration of the course. Where tools are swapped, they will be cleaned between users. Tutors to use a single set of tools for the duration of the course and not to use course participants tools for demonstration purposes. Course participants asked not to touch other people's work. Tutors asked to wash their hands regularly whilst teaching.				Communicate this with all LGW tutors.
		Additional hand washing facilities with soap and water in the workshop. Ask all users to wash hands on arrival and before cleaning tools.				Tutors/ keyholders responsible for ensuring this happens.
		All tools to be cleaned after use and between users. Daily cleaning of other objects and surfaces that				Tutors/ keyholders responsible for ensuring this happens.

		are touched regularly, e.g. gate, padlocks, handwashing station.				
		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 change.
		LGW courses are usually taught outdoors. During the winter we occasionally use an indoor space. Where courses are moved indoors, both tutors and students will be required to wear masks at all times.				Provide disposable masks for use indoors.
		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) both indoors and outdoors.				Tutors set out equipment and seating at 2m intervals for courses.  Keyholders ensure members do same.
		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 virus safety measures available to all users at the workshop.				All course participants receive coronavirus control measures in pre-course information.  Create script for tutors to use during course introduction.  Create signage within the workshop. Print coronavirus safety measures which will be available as handouts.
Public access to the workshop	Spread of Covid-19 Coronavirus	Phased introduction in line with government guidance. Currently no public access.	1	4	4 (L)	Create signage for the workshop gate.

		<p>No visitors to the workshop without prior arrangement.</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> <p>All visitors recorded in daily register by responsible keyholder/ tutor.</p> <p>All course visitors who stay in the workshop for longer than 15 minutes 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>Communication of coronavirus control measures to all users and visitors via information on our website.</p>				<p>Make sure all keyholders and tutors understand their responsibilities.</p>
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## 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 above.



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