

Activity Risk Assessment Landscape Report



Reference	341	Activity Description	Safe operating method for operational staff during Covid-19 restart situation, in addition to the generic Grounds maintenance Risk assessments
Assessment Date	29/05/2020	Publish To Portal	No
Assessor Name	Paul Johnson	Description	Safe operating method for operational staff during lockdown Restart
Assessment Team Members		Review Date	03/08/2020
Project Risk Assessment Reference		Overall Potential Risk Level	12
Org Unit	The Royal British Legion -> Remembrance and Marketing -> National Memorial Arboretum -> NMA - Operations -> NMA - Grounds	Overall Residual Risk Level	9
Location	NMA	Number Of People Exposed	10
Risk Assessment Category	Covid 19 Management	People Exposed	Grounds Staff Caretaker Volunteers
Date Record Created	22/05/2020		

Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
Accident - ill health - Disease Increased staff levels	Employees Volunteers Increased risk of contracting virus through contaminated surfaces etc	Volunteers to be invited to attend site to avoid vulnerable category volunteers are not on site. PPE - Disposable gloves available if required Attendance log to be managed by manager/supervisor to avoid need to enter Remembrance centre it sign in/out	3 - Unlikely	3 - Harmful	9 - Moderate Risk	Work to be communicated in advance of scheduled shift via the Better Impact system reducing need to enter buildings. Volunteers requested to bring their own food and drinks if possible Where possible volunteers requested they bring their own tools to reduce possibility of contamination Waste bags to be delivered to site and collected at end of shift to avoid need for transport. If NMA tools are used where possible disposable gloves to be worn, and they should be cleaned/quarantined afterwards.	1 - Negligible	3 - Harmful	3 - Minimum Risk

Activity Risk Assessment Landscape Report

<p>Hazardous Conditions Ill or injured visitor requiring first aid.</p>	<p>Employee If a visitor or staff member requires first aid it is very likely that social distancing is not possible, therefore increased risk of contracting virus from ill or injured person</p>	<p>Employee to social distance unless absolutely impossible.</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Where possible employee should not undertake first aid but should wait for first aider to arrive on scene. If an Ambulance is required call one. If any obvious advice to a member of the IPs party can be given at a distance do so. Employees to carry a pair of disposable gloves and mask for emergencies.</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms</p>	<p>Employee Public not adhering to social distancing measures may endanger operation staff by approaching to near</p>	<p>Staff to be briefed to be vigilant Social distancing signage along with floor markings to be displayed in visitor centre</p>	<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<p>Staff to avoid highly populated areas If staff feel uncomfortable, they should remove themselves from the location/situation and find a location where they feel comfortable. Once distanced they should report the incident to supervisor. Work in highly populated areas to be undertaken out of opening hours</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Hazardous Conditions Potential reduced emergency services cover due to Pandemic</p>	<p>Grounds Staff Duty manager Caretaker In emergency situations there is potential that the emergency services do not react as quickly as during non-pandemic circumstances, with the added risk of contracting Covid-19 from NHS or emergency services staff.</p>	<p>Extra health and safety awareness from staff with regards to their own and co-workers activities</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Duty manager to monitor staff activities to ensure good practice. Only trained staff to use machinery or required equipment</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Lone working Lone working due to social distancing, deliberate work allocation and nature of site</p>	<p>Grounds Staff Duty manager Caretaker Lone working due to social distancing, deliberate work allocation and nature of site.</p>	<p>Staff to return to the yard at breaks to ensure they are not 'alone' for the day and that they are safe.</p>	<p>4 - Likely</p>	<p>2 - Slightly Harmful</p>	<p>8 - Moderate Risk</p>	<p>Staff to 'Check-in' with team leader on an hourly basis who in turn checks-in with the Duty manager/supervisor (8am, 9am, 10am, 11am, 12noon, 1pm, 2pm, 3pm, 4.50pm) Volunteers to be visited by supervisor hourly to avoid the need to collect and use radios.</p>	<p>2 - Rare</p>	<p>2 - Slightly Harmful</p>	<p>4 - Low Risk</p>

Activity Risk Assessment Landscape Report



<p>Accident - ill health - Disease Covid-19 Pandemic National Lockdown</p>	<p>Grounds Staff Duty manager Caretaker Potential to contract Covid-19 from co workers</p>	<p>Staff with symptoms of coronavirus, living with a person or persons showing symptoms or with a vulnerable person or persons, must stay at home and follow Public Health England, NHS and government guidelines. Working day extended to reduce numbers of days on site Shift pattern amended to spread the staff over 7 days of the week and therefore reduce contact with each other further</p>	<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<ul style="list-style-type: none"> • All staff to wash hands on arrival at site. • Hand sanitizer and wipes available for use • All staff issued box of disposable gloves for use, and are actively encouraged to wear them • Vehicles cleansed at beginning of each day, to include all handles, steering wheel, seat, controls and any other surface that may have been touched • With reduced staff on site this enables single occupancy of vehicles around site • Where possible staff to 'lone work' around the site • 'mess room' closed, access only for washroom and toilet facilities • Staff to regularly wash and sanitize their hands throughout the day, particularly either side of breaks • Staff to ensure that they regularly wash clothing 	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>
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<p>Assessment Conclusion</p>	<p>Risk acceptable</p> <p>Reviewd by A Ansell 29/05/2020</p> <p>Reviewed and approved by MD, HoE, HoVE and HoSS 29/05/2020</p>
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Signatures