

Risk Assessment



Task:	To help manage the risk of spreading and contracting COVID-19 within The Sheffield Christmas Tree Company. Work includes: The arrival of customers to site, use of the car park, test and trace, moving around the site, choosing, tagging and purchasing trees, use of the take away café, netting and collecting trees to remove from site. Staff activities on site including steward roles, kiosk, netting and other duties.	Ref:	001
Persons Affected:	Workers/staff, members of the public, contractors.	Site:	The Sheffield Christmas Tree Company S6 6GW

Hazard	Hazard Effect	Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
Planning work before visits: Potential poor planning could lead to more people in close proximity with one another than is necessary including those within vulnerable groups aiding the spread of the virus and risking unnecessary illness	Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc. Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.	5	4	20	The company has: ! Considered the maximum number of people who can be safely accommodated on site. ! Considered who might be classed as vulnerable or clinically extremely vulnerable and made steps to ensure they can work safely or stay away from site. ! Reinforced to workers that any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. Personal precautions for employees to take: ! Wash your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose.	5	1	5

					<ul style="list-style-type: none"> ! Reduce the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue and throw the tissue in a bin immediately, then wash your hands. ! Clean your regularly touched objects and surfaces using your regular cleaning products (made available by the company) to reduce the risk of passing the infection on to other people. 			
Equality of service given must be considered when controlling the risks of COVID-19.	<p>Be mindful of the particular needs of different groups of workers or individuals.</p> <p>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</p>	4	2	8	<p>The company have:</p> <ul style="list-style-type: none"> ! Considered whether you need to put in place any particular measures or adjustments to take account of duties under the Equalities legislation. ! Made sure that the steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments. 	4	1	4
<p>Workplace ventilation.</p> <p>Inadequate ventilation could increase the risk of virus transmission in enclosed areas.</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>The farm is an outside setting with the Pay Stations being the only part that is inside. The doors will be open throughout the day allowing maximum ventilation and only limited numbers of staff will be allowed in at any one time. This is indicated by signage and by staff acting as Stewards.</p>	5	1	5
<p>Work related travel:</p> <p>Staff may travel to site with other persons.</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is</p>	5	4	20	<ul style="list-style-type: none"> ! Staff are encouraged to travel alone to the farm. ! The majority of staff travel within the vehicle of their household or bubble. ! Where they might travel with someone, they should maintain good ventilation, for example, keeping windows open and passengers facing away from one another to reduce risk of transmission. ! All persons should wash hands on arrival and maintain social distancing when entering the home or community venue. 	5	1	5

	likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.							
<p>Arriving and leaving work. General working and moving around work:</p> <p>During shift change over or structured start and finish times, there is an increased number of workers in close proximity at entrance/exit points raising the risk of the spread of the virus.</p> <p>Persons will be required to move around the working area to carry out their work, handle materials and for general access and egress.</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>The company:</p> <ul style="list-style-type: none"> ! Ask that staff arrive at the side gate where there is ample room to social distance. ! Feel safe that the site is outside meaning there is ample space and ventilation to arrive and leave safely. ! There are sanitisers sited at the entrance and throughout the site for any one to use including staff. ! There is a sanitising station for staff to use when handling equipment such as the barrows before they pass them to the next person. ! The entrance pathways are narrow so signposted 'Passing Points' have been installed to allow distancing to be maintained. ! The site is signposted throughout giving clear direction and reminder signage. ! Barriers have been installed at the entrance to Pay stations in the cabin and by the tree netting station to ensure a one-way system and social distancing are maintained. ! Pens are sanitised at the inside pay station and the card reader is disinfected after each use. ! Tags are only handled by the customer, there is no cross contact. ! Staff are required to wear visors throughout the day to minimise risk of spread when meeting with various customers. Visors will be wiped down regularly. 	5	1	5
<p>Meetings:</p> <p>Groups of persons can gather for meetings and share equipment, pens etc, this in turn breaches government guidance and can aid the</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is</p>	5	4	20	<ul style="list-style-type: none"> ! The company hold a morning meeting before the gates open to the public, this will be held outside with social distancing. ! Walkie-talkies will be used for communication across the fields and will reduce the need for close contact. ! Wipes, spray and blue paper roll are provided to clean down any shared equipment. 	5	1	5

spread of the virus leading to illness.	likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.							
Common areas: Café and staff rest break area. Use of these areas means repeated contact with surfaces and potential close contact with others.	Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc. Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.	5	4	20	! The company will ensure that staff are instructed to Steward social distancing at the café where people might que for hot drinks. ! Members of the public are encouraged not to gather, but take their drinks to the field where they will choose their tree. ! Staff are to take breaks one person at a time to avoid gatherings, the rest area is outside reducing the risk of aerosol accumulation. ! Wipes, spray and blue paper roll are provided to clean down any shared equipment.	5	1	5
Visitors to site: These may be by contractors, members of the public or inspections. This in turn will potentially increase contact with persons and surfaces.	Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc. Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.	5	4	20	! Where possible all third-party persons coming into the workplace shall be avoided. ! Encourage visits via remote connection/working where this is an option. ! Only works that are classed as essential for the safe operation of the company shall be permitted ! Contractors to declare that they are free of any signs and symptoms and are not currently required to be in any self-isolation period ! Contractors to site are encouraged to visit when the site is closed to the public unless in an emergency. ! Portaloos contractor visits out of hours to replace the toilet.	5	1	5 L

<p>Emergency situations such as fire or First Aid emergencies increasing contact with other persons or surfaces that may be contaminated or may spread the virus to others</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>The government advises: In an emergency, for example, an accident, fire or break-in, people should try but do not have to stay 2m apart if it would be unsafe.</p> <p>The company will:</p> <ul style="list-style-type: none"> ! Ensure there are adequate numbers of supportive roles (e.g. First Aiders) and the emergency evacuation plan is adapted for changes during this time. ! People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. ! Any vulnerable persons (as listed or notified by the NHS) should not be considered as First Aiders. <p>Usual First Aider contamination procedures should be followed.</p> <p>St John's Ambulance advises:</p> <ul style="list-style-type: none"> ! Be aware of the risks to yourself and others e.g. when checking airways of a casualty etc. ! Wear gloves or cover hands, apron and face covering when dealing in close proximity with a casualty ! Cover cuts and grazes on your hands with waterproof dressings. ! Dispose of all waste safely (double bag). ! Do not touch a wound with your bare hand. ! Do not touch any part of a dressing that will come in contact with a wound. ! Plasters and injury coverings should be applied where possible by the casualty. ! Give early treatment to reduce the risk of it worsening, most cases do not involve getting close to a person. ! Keep yourself updated with knowledge and advice. ! Where CPR and defibrillation may be required, AND there is a perceived risk of infection, rescuers should place a dry cloth/towel over victims' mouth and nose (only) and attempt compressions only and early defibrillation until ambulance arrives. ! Additional kit to be put into the First Aid kit should be: face covering, disposable apron, waste bags, dry cloth. 	<p>5</p>	<p>1</p>	<p>5</p>
--	---	----------	----------	-----------	---	----------	----------	----------

<p>Lack of communication to employees or visitors leading to workers not understanding the risks and controls in place and therefore contracting or spreading the virus</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>All employees shall be provided with a briefing on the contents of this risk assessment and the details of any signs and symptoms that they should be aware of and the steps they should take in the event that they experience any of the signs and symptoms.</p> <p>The company shall:</p> <ul style="list-style-type: none"> ! Provide signage to inform staff and the public about controls you have in place. (wash your hands upon entry, use sanitiser and wipes to keep your equipment clean, practice social distancing, do not congregate at break times, near tea stop or toilet or the outside smoking area, wear provided visors where social distancing cannot be observed for example when handling with a 2person lift). ! Provide signage at entrances to the worksite to remind the public and workers to maintain social distancing and identify sanitiser stations. ! Establish host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. ! Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. ! Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. 	5	1	5
<p>Cleaning the workplace generally.</p> <p>Should these standards not be adequate then persons touching surfaces may transfer the virus and spread contamination.</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>The company shall ensure:</p> <ul style="list-style-type: none"> ! Frequent cleaning of work areas and equipment between uses, using standard cleaning products. ! Frequent cleaning of objects and surfaces that are touched regularly, and make sure there are adequate disposal arrangements. Black bins are provided for this that will be left open to reduce handling of lids, to easily identify when full and liners will be used to allow disposal without contact with the waste. ! Sanitise all shared equipment after use and at the end of the day. ! Additional cleaning consideration should be given to areas that may not routinely be cleaned such as door handles, light switches etc. ! If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidance. 	5	1	5

<p>Hand washing:</p> <p>Inadequate welfare provision can lead to the uncontrolled spread of the virus</p>	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>The company shall:</p> <ul style="list-style-type: none"> ! Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. ! Provide regular reminders and signage to maintain hygiene standards. ! Provide hand sanitisers in multiple locations in addition to washrooms. ! Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. ! Enhance cleaning for busy areas. ! Provide paper towels and bins as an alternative to towels in hand washing areas. ! Employees to maintain good personal hygiene including washing their hands at regular intervals for at least twenty seconds on each occasion. 	5	1	5
<p>Personal Protective Equipment and Face coverings.</p> <p>Inadequate provision, use, storage and maintenance of inappropriate PPE and face coverings can lead to accident and injury or risk contamination and spread of COVID</p>	<p>Accident, injury, occupational ill health along with:</p> <p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<p>PPE:</p> <ul style="list-style-type: none"> ! Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. ! The government advise: When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. <p>The role of PPE in providing additional protection is extremely limited.</p> <p>Face Coverings:</p> <p>We require staff to wear visors and face coverings in the inside Pay stations and café area and outside visors only.</p> <p>Visitors will be required to wear face coverings in the inside Pay station.</p> <p>A face covering or visor can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is important to use them properly and wash your hands before putting them on and taking them off.</p>	5	1	5

					<p>This means telling workers:</p> <ul style="list-style-type: none"> ! Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering/visor on, and after removing it. ! When wearing a face covering/visor, avoid touching your face or face covering, as you could contaminate them with germs from your hands. ! Change your face covering if it becomes damp or if you've touched it. ! Continue to wash your hands regularly. ! Change and wash your face covering/visor daily. ! If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. ! Practise social distancing wherever possible. 			
Persons in the workplace that are showing signs and symptoms (persistent cough or temperature)	<p>Passage of the virus through mouth, nose, eyes due to inhalation or due to contact with items which have the virus on them such as hands, fingers, cups etc.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high-risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20	<ul style="list-style-type: none"> ! Any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started and inform their employer. ! Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. ! The company will assist the test and trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. ! The company will have a plan in case there is a COVID-19 outbreak. This plan nominates: Lynne Hallam to lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak : https://www.gov.uk/health-protection-team. ! The company recognises that should the local PHE health protection team declare an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. As such the company will ensure all employment records are up to date. (You will be provided with information about the outbreak management 	5	1	5

					<p>process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages).</p> <p>! Where it is thought that any person has been present in a workplace that has signs and symptoms of the virus then a suitable deep clean of the affected area should be arranged before any person is allowed to return.</p>			
--	--	--	--	--	--	--	--	--

Risk Scale

- S = Severity (Nature of injury)**
1. Minor injury – no time off work
 2. Minor injury – time off work
 3. Injury resulting in over 7 days off work
 4. Specified injury
 5. Fatality
- L = Likelihood (Chance of injury occurring)**
1. No chance
 2. Unlikely
 3. Possible
 4. Likely
 5. Definite
- TR = Total Risk**
Severity x Likelihood

Severity	1 – Minor injury, no time off	2 – Minor injury, time off	3 – Injury, 7 days off work	4 – Specified injury	5 – Fatality
Risk					
Likelihood					
1 – No Chance	1	2	3	4	5
2 – Unlikely	2	4	6	8	10
3 – Possible	3	6	9	12	15
4 – Likely	4	8	12	16	20
5 – Definite	5	10	15	20	25

Legal Requirements

The Health and Safety at Work Etc Act 1974
 The Management of Health and Safety at Work Regulations 1999
 The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020
 The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020
 The Health Protection (Coronavirus, Wearing of Face Coverings in a relevant Place) (England) Regulations 2020

Assessor Name: _____ Date: _____

Signature: _____

Review Date: _____ Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.

Next steps:

- 1. Consult with your workforce, to ensure you have involved all relevant parties to make the controls as effective as possible.**
- 2. Review and update the assessment regularly and where necessary.**
- 3. You should share the results of your risk assessment with your workforce and gain signatures as evidence of formal communication.**
- 4. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so).**
- 5. Display, sign and date the COVID-19 Secure notice in your workplace to show you have followed this guidance.**

Risk Assessment Acknowledgement Record

I confirm that I have read and understood the attached risk assessment and shall work in accordance with it at all times. If for any reason I am not able to work in accordance with the risk assessment I shall stop work immediately and report the matter to my immediate Supervisor.

Name	Signature	Company/Job Role	Date