



RISK ASSESSMENT

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|------------------------|---|-----------------------------------|------------------------|----------------------------|------------|
| Site Location | Grange Lane | Task/Activity | G1 Store | Risk Assessment No: | RA/RM/008 |
| Completed By: | Rob McMillan | Reason for Risk Assessment | Covid 19 - Coronavirus | Date: | 04/06/2020 |
| Signed: | | SWP Ref. No: | 008 | Review Date: | 04/06/2021 |
| Persons at Risk | <input checked="" type="checkbox"/> All <input type="checkbox"/> Members Only | | | | |

| Hazard Identification | Who might be harmed | Controls Required | Severity of Harm | Occurrence | Likelihood of Occurrence | Risk Rating | Further Control Measures Necessary |
|--------------------------------|---|--|------------------|------------|--------------------------|-------------|--|
| Spread of Covid19- Coronavirus | Members Those with underlying health conditions. Anyone who physically comes into contact with you. | <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Members encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.</p> | 5 | x | 2 | = 10 | <p>Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout TNC.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display.</p> |

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| | | <p><u>Social Distancing</u></p> <p>Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Social distancing also to be adhered to in outside areas and smoking area.</p> <p>Only designated named members will be allowed into the store. Therefore, limiting the traffic flow. Entrance to the store will be for equipment used for essential maintenance requirements.</p> <p>Members will be actively encouraged to bring their own gardening tools and other equipment.</p> <p>The store shed will be kept locked at all times and access will only be granted on request.</p> <p>All tools and equipment will be cleaned as appropriate after use by the user.</p> <p>Wheelbarrows will be removed and located under lockdown in G4</p> <p><u>Wearing of Gloves</u></p> | | | | <p>Rigorous checks will be carried out by Committee Officers to ensure that the necessary procedures are being followed.</p> <p>Members to be frequently reminded of the importance of social distancing. Committee Officers to undertake regular checks to ensure this is adhered to.</p> |
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| | | <p>Where Risk Assessment identifies wearing of gloves as a requirement, an adequate supply of these if available will be provided. Members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> | | | | | <p>Members to be reminded that wearing of gloves is not a substitute for good hand washing</p> |
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| Officer | Rob McMillan | Signature | | Date: | |
|---------|--------------|-----------|--|-------|--|



RISK ASSESSMENT ACTION PLAN

| Further control measures necessary | Agreed actions: | Actionee: | Date Due: | Date Action Completed: |
|------------------------------------|-----------------|-----------|-----------|------------------------|
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RISK ASSESSMENT GUIDANCE

Hazard Identification

When undertaking a risk assessment consider the following hazards (this list is not exhaustive and other hazards may be present)

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|---------------------------------------|--------------------------------|--|
| Acid | Falling / flying objects | Other people |
| Adverse weather | Falls from height | Physiological Capabilities (Human Factors) |
| Asphyxiation / drowning | Ground collapse / failure | Pressure systems |
| Chemicals / harmful substances | Heat / fire / explosion | Psychological Capabilities (Human Factors) |
| Confined spaces | High / low temperature | Structural failure |
| Contact with moving parts / machinery | Human Behaviour | Underground / overhead services |
| Dust / fumes | Inadequate Lighting | Uneven ground |
| Electricity | Lone Working | Unsafe access / egress |
| Explosion | Machines / objects overturning | Use of power tools |
| Failure of lifting equipment | Manual handling | Vehicle movements |
| Failure of tools / equipment | Noise | Vibration exposure |

Persons at Risk

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|-----|---------|---------------|-------------|----------|------------------|
| All | Members | Young Persons | Contractors | Visitors | Member of Public |
|-----|---------|---------------|-------------|----------|------------------|

RA - Form Guidance

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| (1) Hazard Identification | Put in all the potential hazards associated with the task (Consider hazard list above). |
| (2) Associated Risk(3) Current Controls | Put in the likely effects i.e. cuts, burns, broken limbs, damage to property. |
| (3) Current Controls | Put in the existing controls i.e. SWP, procedures, Guards, demarcation, PPE. |
| (4) Severity of Harm | Estimate the severity (Scale 1 to 5 see severity indicator). |
| (5) Likelihood of Occurrence | Estimate the likelihood (Scale 1 to 5 see likelihood indicator). |
| (6) Risk Rating | Multiply the severity of harm score with the likelihood of occurrence score. |
| (7) Further controls necessary | State if further controls are required to control / reduce the risk. Complete action plan |

Severity

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|---|---|
| 1 | Minor injury no lost time |
| 2 | Minor Lost time Injury under 7 days |
| 3 | Serious lost time injury over 7 days |
| 4 | Major Injury (Specified Major under RIDDOR) |
| 5 | Fatality |

Likelihood

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|---|---|
| 1 | Rare (may occur only in exceptional circumstances) |
| 2 | Unlikely (may occur sometime) |
| 3 | Possible (should occur at sometime) |
| 4 | Likely (event will probably occur in most circumstances) |
| 5 | Almost certain (event is expected to occur in most circumstances) |

Risk rating

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|-------------------|---|
| High 15 to 25 | UNACCEPTABLE RISK - Stop the task or do not allow it to start until further controls have been implemented in order to reduce the risk as low as is reasonably practicable (a balance of cost and risk) and ideally to achieve a low risk rating. |
| Medium 7 to 14 | RISK MAY BE UNACCEPTABLE - It may be acceptable to implement temporary control measures to achieve the required level of risk reduction until more permanent measures are in place. |
| Low 1 to 6 | ACCEPTABLE RISK - Task may continue presuming controls are implemented and monitored. Where additional low or no cost control measures can be implemented, particularly where this encourages employee engagement, these should be considered. |

Hierarchy of Control

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| Eliminate | Get rid of the hazard; replace it with something less hazardous. |
| Reduce | Reduce the level of risk by reducing the nature of the hazard, e.g. use small quantities, lower voltage etc |
| Isolate | Isolate the hazard from people, for example by guarding |
| Control | Control exposure to the hazard by controlling who has access or limiting exposure time |