



HOLLOW TREES FARM

RISK ASSESSMENT

Site of assessment:	Hollow Trees Farm Ltd, Semer, Suffolk, IP7 6HX
Risk Assessment for:	Coronavirus (Covid-19) Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.
Assessment date:	19 th May 2020
Review date:	16 th June 2020
Assessed by:	Nicola Halls (HR and Health & Safety Manager)

What is the potential hazard or activity?	Description of the risk and who might be harmed.	How the risk is currently managed	Any further actions which will be taken to remove, reduce or control the risk?
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Contractors Drivers Vulnerable groups including the Elderly, Pregnant ladies, those with existing underlying health conditions Anyone else who physically comes to Hollow Trees Farm Ltd	<u>Hand Washing</u> Hand washing facilities with soap and water in place for all those mentioned who might be at risk or harmed. Stringent hand washing taking place by employees.	Employees 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, reminders to catch coughs and sneezes in tissues (catch it - bin it – kill it).

		<p>Handwashing guidance provided in Coronavirus handout training to employees.</p> <p>Drying of hands with disposable paper towels.</p> <p>Hand washing facilities at front of shop and throughout trail for all visitors use.</p> <p>Gel sanitisers in any areas where washing facilities not readily available (particularly in shop till areas and near some trail areas). Sanitiser should never be considered as a substitute for washing hands with soap and water (particularly when on the Hollow Trees Farm Trail).</p> <p>Signage reminding that regular handwashing should be carried out.</p> <p>Cleaning Frequently cleaning and disinfecting touch points particularly in areas of high use –</p> <ul style="list-style-type: none"> • Door handles • Light switches • Reception areas • Shopping trolleys and shopping baskets • Toilets 	<p>Avoid touching face, eyes, nose, mouth with unclean hands.</p> <p>Encourage staff to report any problems, carry out skin checks and use emollient cream regularly.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice on the websites quoted at the end of this risk assessment.</p> <p>Government posters to be used where needed to explain coronavirus safety information.</p> <p>Rigorous checks to be carried out by senior team members to ensure that the required cleaning procedures are adhered to.</p>
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Social Distancing

Walk ways are divided into “in and out” walking areas and access to the kiosk takeaway/shop facilities are only available on way out in order to reduce numbers in that area.

Picnic tables have been removed from kiosk area to prevent chance of visitors sitting (against government guidelines).

Perspex screens placed across all close customer facing areas including the tills, butchery, delicatessen and farm trail kiosk areas.

Social Distancing - reducing the number of persons in any work areas to comply with the 2-metre gap set by the government.

Signage used to remind visitors of the social distancing requirements at Hollow Trees Farm.

Employee work rotas reviewed (extension to working day and reduced number of employees on shift at any one time in confined areas).

Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Separate car park designated for farm trail visitor use, allowing predominately farm shop visitors to have clear areas and reassurance in their visit.

Consideration being made to meetings which are in open spaces or linked via applications such as Zoom.

Maximum visitor groups of 6 people and this will be assessed at point of entry.

Designated trail Marshall who will monitor the trail, visitors’ numbers and cleaning routines each day.

All close play equipment is closed until deemed safe by the Government guidelines. Free play items such as ride on toy tractors and sand pit area also closed.

Longer opening hours three days per week to assist visitors in finding quieter shopping times.

Door attendant for busy periods who monitors visitor numbers and allows limited numbers into the shop at any one time.

Standard work processes have been redesigned in order to comply with social distancing.

Employees encouraged to spend time outside on their breaks.

Social distancing must be adhered to in staff room, employee retreat and also in the external smoking area

Order and collect service allows customers to stay in the car with the boot open or stand further than 2 metres away from their car allowing Hollow Trees employees to safely put deliveries into the car. Any communication between customer and Employee must be done whilst adhering to 2-metre social distancing.

Takeaway collection point which is accessed via outside terrace area. No congregating permitted and customers are

required to use car park area for waiting.

Employee use of PPE

Wearing of Gloves

Where a risk has been detected gloves are in adequate supply.

Employees should be constantly reminded that wearing gloves is not a substitute for good hand washing.

Where gloves are used these should only be for one process before being safely discarded to waste.

Wearing of Masks

Where a risk has been detected ensure that the masks are worn as per manufacturers guidance.

Fit testing information can be found on

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Wearing of Face Shields

Where a risk has been detected ensure that the shields cover the face sufficiently. Item to be cleaned regularly with antibacterial spray.

PPE guidance information provided in Coronavirus handout training to employees.

Symptoms of Covid-19

If an employee becomes unwell with a new continuous cough or high temperature, they will be sent home and advised to

Regular reminders to all employees of symptoms and communication channels to use.

follow the stay at home guidance.
National press coverage and government guidelines dictate to all visitors that they should not go out where they are exhibiting symptoms of the coronavirus. Where a visitor exhibits symptom/s of the coronavirus, they will be asked to leave the Hollow Trees premises/farm trail.

First Aid

Hollow Trees First Aider have had written information regarding the administering of first aid whilst Coronavirus – Covid19 is active. CPR will be handled in a different way for adults. All first aid will be given whilst adhering to PPE requirements and First Aid kits include a PPE kit.

Driver deliveries

Procedures in place for Drivers to ensure they do not come onto the premises unless they follow the hygiene practices set out above.

Delivery areas are provided and door bell to receive help from Hollow Trees Employees.

		<p><u>Mental Health</u> Managers will consider the mental health and wellbeing of all of its employees at all times but particularly in relation to the coronavirus outbreak.</p>	<p>Support will be given to all employees who are affected by coronavirus and/or has a family member affected by the coronavirus.</p> <p>Support can be obtained externally from: https://www.mind.org.uk/information-support/coronavirus-and-and-your-wellbeing/ www.hse.gov.uk/stress</p>
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Notes & Supplementary information

This risk assessment will be reviewed where significant changes are made in the workplace, staffing levels or government directives dictate.

Further reference can be made to the following websites:

gov.uk

nhs.gov

hse.gov.uk