



<b>Activity:</b> Planting		<b>Location:</b> Alloa Town Centre		<b>Date:</b> 10.6.20
Is lone working expected?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes' follow HS-P06 Personal Safety	Is heavy, sustained or repetitive manual handling involved?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes' carry out a manual handling assessment	Does the activity involve constructing something or earth works?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If 'Yes' follow HS-P18 Construction Activities	<b>Vulnerable groups/individuals at risk?</b> Children <input type="checkbox"/> Young workers <input type="checkbox"/> Expectant or nursing mother <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly <input type="checkbox"/> Non-English speaking <input type="checkbox"/> Learning difficulties <input type="checkbox"/> <b>Extra controls may be required to safeguard those ticked</b>	
People affected by risks: Employees <input checked="" type="checkbox"/> Volunteers or contractors <input type="checkbox"/> Public/visitors <input type="checkbox"/> Other:		First aid cover: Emergency		
<i>Likelihood (1-5) x Severity (1-5) = Risk</i>		<b>1-8 = Low Risk</b>	<b>9-16 = Medium Risk</b>	<b>17-25 = High Risk</b>

Hazard	Risk (outcomes)	Current Control Measures	Current Risk Likelihood x severity = risk			Additional control measures	Residual Risk		
			L	S	R		L	S	R
Social distance measures are broken	Transmission of COVID-19 through airborne particles or physical touch	Maintain social distance between all persons. Assess projects suitability under social distance rules. Projects that require social distancing to be broken continually or for much of the time, will not be carried out.  Plan and organise projects to maintain social distancing and explain all required behaviour to attendees. Establish a supportive group culture whereby everyone encourages each other to maintain social distancing.  Staff to take individual vehicles to site. No other person to have access to, to enter or to use equipment or PPE from van.	3	3	9	Full face visors to be worn at all times. Hand washing facility in van to be created, washing up bowl, hot water in pump flask and single use paper towel to be used to wash hands before eating, drinking, smoking or returning to main cab of the van. Staff to keep distance from public. If public persist or approach member of staff, staff to return to assembly area or to van as appropriate.	3	2	6

<p>Tasks where social distance measures cannot be maintained</p>	<p>Transmission of COVID-19 through airborne particles or physical touch</p>	<p>Work will be arranged so that face to face working is avoided whenever possible.</p> <p>Plants to be arranged by CTSI in to piles using single use gloves.</p> <p>Reduce any working closer than 2m to the minimum time achievable without pressuring people to rush and risk injury.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>All tools to be kept in wheelbarrow or on staff member to reduce any potential cross contamination.</p> <p>Central plant area in large open air place with multiple alternative routes, area to be marked off with barrier tape to prevent public from walking across where staff are working.</p>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Sharing of equipment including tools and tea kit</p>	<p>Transmission of COVID-19 through touching contaminated surfaces</p>	<p>There will be no sharing of any food, cups and utensils.</p> <p>Where possible all participants will have their own 'kit' assigned to them which includes the tools, materials and PPE required for the day.</p> <p>Thorough cleaning of items will be carried out before and after a taks. Where tasks are business critical and require sharing of items handles and surfaces will be sanitized between users. Where it doesn't increase risk users will wear gloves and wash hands regularly when handling shared equipment.</p> <p>All volunteers should follow <a href="#">NHS hand washing best practice</a>. Hand washing facilities must be made available on all sites/tasks and used regularly throughout the day by having a 'hand-wash' break. Sanitizing gel should also be available and used.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Hand washing facility available in van for sole use of TCV staff member allocated that vehicle.</p> <p>All PPE provided including full face visors and gloves to be either single use or to be disinfected prior to putting back in to van. Appropriate bleach based cleaning agent and disposable towels to be left at side door of van to facilitate this. Same procedure to be used prior to returning tools to van.</p>	<p>1</p>	<p>3</p>	<p>3</p>

Sharing of PPE	Transmission of COVID-19 through touching contaminated surfaces	<p>PPE will not be shared during project. Where unavoidable, partner organisation to disinfect tool and leave for period of 72 hours before TCV pick it up from suitable location.</p> <p>Where it is shared from project to project it must be thoroughly cleaned and sterilised.</p>	3	3	9		1	3	3
Public access into work areas	<p>Transmission to and from members of the public</p> <p>Verbal and physical abuse from members of the public</p>	<p>Where possible work areas will be closed off to the public using hazard tape and signage. Landowner permission has been sought.</p> <p>Where public access remains through a TCV work area then it will be organised to enable social distancing between participants and the public.</p> <p>All participants are briefed to avoid confrontational members of the public and refer all enquiries to the leader. Leaders to stay in close supervision of the group and be trained in dealing with confrontation.</p>	3	3	9	If area is crowded and likelihood of social distancing measures to be broken increases then TCV staff to cease activities and leave area.	2	3	6
First Aid Provision for member of public	Transmission of COVID-19 through contact with member of the public whilst administering emergency first aid.	First aid to be given where necessary as per responsibilities of First Aider. First Aid Kit to be used only by TCV member of staff. Sealed gloves to be kept out of First Aid Kit to be used in first aid incident and disposed of afterwards to prevent contamination of contents.	1	5	5		1	5	5

Site Specific Information: Urban environment, access for Review date: 04/06/20

PPE needed:

Safety boots       Safety Wellingtons       Goggles

Leather gloves       PVC/rubber gloves       Hard hat       Ear defenders

Dust mask       Other (please specify): Disposable gloves, full face visor, hand sanitiser

**Risk = Likelihood x Severity**

Likelihood 1-5	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5

Severity 1-5

Assessor's Name: Josh Thornhill	Position: Senior Project Officer	
Approved by:	Position:	

High Risk – activity must not go ahead until further controls reduce risk

Med Risk – Activity can go ahead but controls to reduce risk should be should be used, reviewed and further controls should be investigated

Low Risk – Activity can go ahead

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