

ALSAGER GARDENS ASSOCIATION

Risk Assessment -updated 24-02-21

Allotment Trading Hut

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<https://www.nsalg.org.uk/news/covid19-information/> Guidance from National Allotment Society

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#hands-face-space> - General Guidance

<https://hta.org.uk/uploads/assets/bd8b34da-0289-45de-a120147de703aeeb/HTA-Safe-Trading-GuidanceV10.pdf> - Horticulture Trading Association
Guidance

<https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf> - to confirm we have considered the risks and completed a risk assessment

https://www.dropbox.com/sh/bvv95deaqygy81/AAAGwUNCbX4KKgcVEMLwslBua/Social%20Distancing%20Signs?dl=0&subfolder_nav_tracking=1 – Social
Distance signage

What are the Hazards	Who could be harmed and how	Risk control measures	Further Actions /measures	Responsibilities
Spread of Covid 19	Volunteers Customers - Gardens Association members using the Trading hut.	Ventilation When the trading hut is open ensure that all doors are open to optimise ventilation and fresh air flow.		Volunteers
	Contracting the Covid 19 virus from contact with each other.	Keeping work areas clean Volunteers keep work surfaces clean using	Provide cleaning products and disposable 'blue' paper roll. Do not use brush or generate dust . Apply cleaning product to paper roll before using it to wipe surfaces. Any waste should be bagged and disposed of appropriately.	Volunteers

<p>Note all people using the trading hut must be members of the AGA. Non-members/ general members of the public are allowed to trade.</p>	<p>cleaning products provided .</p>		
	<p>Wear gloves Wear gloves when working in the trading hut, particularly when handling money and products</p>	<p>Provide adequate supply of gloves and appropriate guidance on how to remove them to prevent contamination for volunteers https://www.hse.gov.uk/mvr/resources/videos/video9.htm</p>	<p>Volunteers</p>
	<p>Handcleansing Gel sanitiser provided as handwash facilities are not available. To be used by volunteers when trading is in operation or having handled cash or products.</p>	<p>Provide supply of Hand Gel for volunteers</p>	<p>Volunteers</p>
	<p>Minimising Contact time by pre-ordering Trading Hut goods.</p>	<p>Send out an email to remind members to pre-order goods.</p>	<p>Volunteers and Customers</p>
	<p>Social Distancing Reduce the number of volunteers working in the trading hut to ensure 2 metres distancing, limit to 2/3 volunteers at any one time. PVC Fixed Screen / barrier has been installed to separate volunteer/ customers. Provide a one way system for customers</p>	<p>Provide guidance on social distancing. https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home Volunteers fixed team, from same family unit + one other work side by side with or back to back – socially distance. One person taking money, one handling goods and a further directing customers if necessary. Provide guidance for customers by newsletter, signage or direction from volunteers during trading. Further consideration to providing a 2 m marker.</p>	<p>Volunteers AGA newsletter/bulletin</p>

		<p>through the trading hut by having one door as an entrance and the other as an exit.</p> <p>Limit the number of customers to 1 inside the trading hut at any one time. Other customers should form a socially distanced queue outside the trading hut.</p>		AGA
		<p>Face covering /Face masks and visors Face coverings are required where social distancing may be difficult, and people may come into contact with others they don't normally meet. Clear Plastic Visors have been provided to all Hut Volunteers and are to be used when trading is in operation.</p>	<p>Guidance on face covering https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>The guidance also provides details on how to wear, maintain and dispose of face coverings.</p> <p>Awareness that some people can be exempt from the requirement to wear a face mask.</p> <p>Use of single use visors- they can be washed and reused if allocated to an individual for their use only</p>	Volunteers and Customers