

## ALSAGER GARDENS ASSOCIATION

Risk Assessment -updated 24-02-21

Allotment Trading Hut

Judith Ford

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

<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](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.	<b>Ventilation</b> 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.	<b>Keeping work areas clean</b> 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

		cleaning products provided .		
		<p><b>Wear gloves</b> Wear gloves when working in the trading hut, particularly when handling money and products</p>	Provide adequate supply of gloves and appropriate guidance on how to remove them to prevent contamination for volunteers <a href="https://www.hse.gov.uk/mvr/resources/videos/video9.htm">https://www.hse.gov.uk/mvr/resources/videos/video9.htm</a>	Volunteers
		<p><b>Handcleansing</b> 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>	Provide supply of Hand Gel for volunteers Guidance on <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a>	Volunteers
		<p><b>Minimising Contact time</b> by pre-ordering Trading Hut goods.</p>	Send out an email to remind members to pre-order goods.	Volunteers and Customers
		<p><b>Social Distancing</b> Reduce the number of volunteers working in the trading hut to ensure 2 metres distancing, limit to 2/3 volunteers at any one time.</p> <p>PVC Fixed Screen / barrier has been installed to separate volunteer/ customers.</p>	<p>Provide guidance on social distancing. <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a></p> <p>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.</p> <p>Provide guidance for customers by newsletter, signage or direction from volunteers during trading.</p>	Volunteers

		<p>Provide a one way system for customers 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>	<p>Further consideration to providing a 2 m marker.</p>	<p>AGA newsletter/bulletin</p> <p>AGA</p>
		<p><b>Face covering /Face masks and visors</b> Face coverings are required where social distancing may be difficult, and people may come into contact with others they don't normally meet. <b>Clear Plastic Visors</b> have been provided to all Hut Volunteers and are to be used when trading is in operation.</p>	<p>Guidance on face covering <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></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>	<p>Volunteers and Customers</p>