






Risk assessment for : The Horticultural Trades Association


















Risk assessment name	Covid Secure Risk Assessment - Meeting Venue	Assessment type	 General
Assessor name	Kayla Cordery	Affected site(s)	The Horticultural Trades Association (OX11 0RN)
Assessment date	26/07/2021	Review period	Custom
Approved by	Kayla Cordery	Review date	30/09/2021
Approved date	26/07/2021	Reference	THE1232069







Workspace(s)	Description
 Access / Egress  Office	This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>Attendance And Movement Of People On The Premises -The attendance of people in the premises may increase the risk of Covid-19 transmission.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Where more than 1 person attends site not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<div data-bbox="801 215 891 304"> </div> <p>Emergency Plans Updated And Communicated First Aid Procedures will be reviewed and staff trained in guidance relating to CPR (current government guidance on Adult CPR is perform chest compressions only) and other personal care needed during first aid treatment.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <div data-bbox="801 443 891 533"> </div> <p>Pro-active Monitoring In Place Pro-active monitoring in place to ensure that visitors are adhering to controls and that control measures are adequate and effective.</p> <div data-bbox="801 671 891 761"> </div> <p>Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all meetings rooms where possible.</p> <div data-bbox="801 842 891 932"> </div> <p>Will Follow Test, Trace And Isolation Requirements Where visitors are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend Horticulture House.</p> <div data-bbox="1355 443 1444 533"> </div> <p>Signage In Place To Remind Visitors Of The Controls Posters and signs to be used to remind visitors of the requirement to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
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 <p>Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>Contractors, visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the cleaning contractors COSHH assessment.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p> Areas Will Be Cleared Of Waste Frequently Increased waste collection in place in catering/break areas.</p> <p>Removal of all personal items at the end of meeting.</p> <p> Cleaning Records Maintained. Facilities team and cleaning contractor will maintain cleaning records for the premises including checklists.</p> <p> Increased Cleaning Frequency Of Cleaning Throughout Site There will be a high standard cleaning regime in place throughout premises with a specific focus on higher risk areas such as all public areas, washrooms and lifts and common touchpoints and surfaces.</p> <p>Stringent Cleaning regime for food serving areas- including cleaning of catering area furniture, crockery and cutlery.</p> <p>Stringent room cleaning protocols in place will focus on critical touch points including handles, switches, remote controls and high contact furniture.</p> <p>Sufficient time will be left between bookings to allow for thorough cleaning before next visitors arrive.</p> <p> Rooms Not Released For Next Meeting Until Cleaned Thoroughly Following a meeting the room will be thoroughly cleaned. The room will not be able to be booked out until this has been completed.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>






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 <p>Common Areas - Due to areas being frequently utilised the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	 <p>Regular Cleaning Of Touch Points. All common touch points will have wipes available to wipe over anything touched before and after use.</p> <p>Disposable wipes will be used where possible to reduce transmission.</p>  <p>Visitors Remain On Site Visitors to remain on site for the duration of their booking where possible.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	 <p>Signs And Posters In Use To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind visitors of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind visitors to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p>  <p>Sustained High Standards Of Hand Hygiene Throughout The Premises Excellent standards of hand hygiene will be in place at all times especially in higher risk areas such as food serving as well as housekeeping activities.</p> <p>This includes the frequent washing of hands for at least 20 seconds - especially after being in a public place, sneezing, coughing, blowing nose or handling equipment.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

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 <p>Individuals Displaying Symptoms - People developing on-set of symptoms within the premises.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>HTA staff will not undertake cleaning</p> <p> Good Hand Washing/Hygiene Procedures Observed Visitors should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p> Visitors Not Permitted On Site If They Should Be Isolating Visitors will be asked if they have symptoms or should be isolating before a booking is made and will not be permitted to attend until their isolation period has been completed.</p> <p>Visitors who appear symptomatic upon presentation at the site will be not permitted entry.</p> <p> Visitors Not To Return To HH And Should Self-Isolate For those displaying symptoms, isolation will be exercised immediately, the meeting facilitator and venue administrator will be informed immediately.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>

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		<p data-bbox="801 320 891 408"></p> <p data-bbox="913 316 1541 339">Waste Disposed Of With Care With Local Guidelines.</p> <p data-bbox="913 352 1906 459">Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p data-bbox="913 491 1861 515">If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p data-bbox="801 547 891 635"></p> <p data-bbox="913 544 1335 595">Will Follow Government Advice On Testing And Tracing</p> <p data-bbox="913 608 1317 715">Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	

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 <p>Managing Visitors Coming To Site. Visitors & customers attending site for meetings.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> Careful Management Of Shared Facilities Access to facilities is strictly controlled with wipes available for visitors to wipe over anything they touch.</p> <p>Shared facilities will be cleaned between uses by different visitors.</p> <p>Personal items will be cleared from facilities after use.</p> <p>Visitors will be provided with clear instructions on the use of the facilities.</p> <p> Ensuring Activities Do not Impact On Others In Area The operation of the business will be monitored to ensure that queues and other activities do not cause an impact on HTA employees and tenants.</p> <p> Increased Hand Washing Provisions Hand Washing encouraged through provision of more facilities.</p> <p>Use of Sanitiser where this is not possible.</p> <p> Items Such As Pens Not To Be Shared Visitors to use own pen where they are needed.</p> <p> Visitor Records Maintained Records of those who have attended site to be maintained by the venue administrator for at least 21 days to support the NHS Test and Trace Service.</p> <p>Visitors will be required to sign in at the reception with the venue administrator. and will</p> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces. Increased cleaning of areas where there are interactions with visitors will be carried out. This includes, handles, handrails, reception desks etc.</p> <p> Information Communicated To Visitors Clear information available for visitors ahead of their visits to site, provided via email.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where visitors will be present including reception and lobby areas, lifts etc.</p>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>

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		need to follow the latest visitor notice as displayed.	
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>visitors</p> <p>Venue Administrator, HR Executive</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Meeting Rooms do not exceed maximum capacity Bodnant: 16-20 depending on layout GCA: 7 Wisley: 5 GIMA - 10 Laskett - 2 Little Sparta - not in use Kew - not in use</p> </div> <div style="width: 45%;">  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> </div> <div style="margin-top: 20px;">  <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

Further control measures

None required

Operating procedures

The most up to date guidance for the UK can be found here:
England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

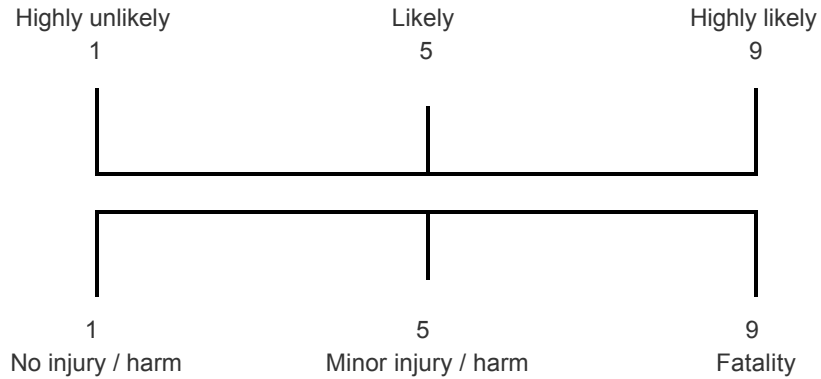
Supporting evidence

[Visitors Notice.pdf](#)

26/07/2021 -89843 kb

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Kayla Cordery

Approved by signature: Kayla Cordery