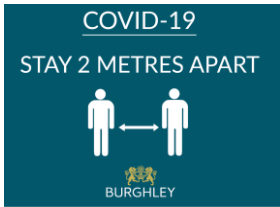

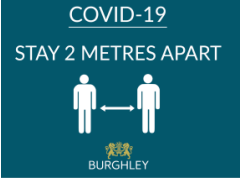
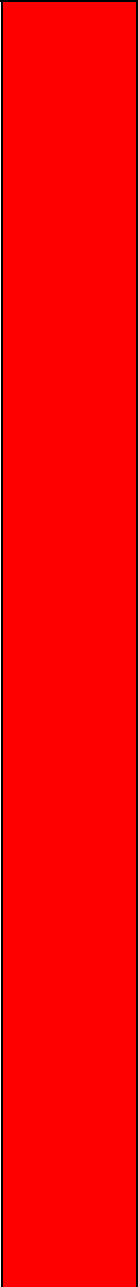




<b>RISK ASSESSMENT</b>  GARDENS - PUBLIC	Assessed by:	Date:	Title of Assessment		
		12.06.20	COVID-19: Managing visitors in the Gardens		RA-CV-20
			Consultation with the Workforce & Publishing of this Assessment		
	Date to be reviewed	Gov. Updates/ Monthly	<i>The workforce should be consulted during the development of this risk assessment.</i>  <i>This risk assessment is published to the workforce and is available on our website.</i>		
	Date of last review				
Reviewed by	Lucy Johnsrud				


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			4	5	20				2	5	10	
<b>Social Distancing</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Gardens	Public  Workers	4	5	20	<b>High</b>	1. <b>The key company objective is to maintain social distancing wherever possible.</b>  2. People must remain at least two metres apart when mixing with anyone outside their own household.  <div style="text-align: center;">  </div> 3. The numbers of people in the Gardens will be controlled and monitored – using ticketed entry and defined timeslots  4. Highly visible signage will remind people to follow all social distancing rules.  5. Staff member in Kiosk behind screen with relevant PPE, gloves/mask and or visor scanning e-ticket and membership card or annual pass – no card or cash					<b>Medium</b>

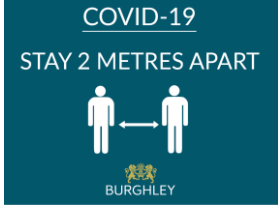
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<ul style="list-style-type: none"> <li>6. FOH Staff (Marshall) to ensure public comply social distancing with entry and exit to GOS and Sculpture Garden. Staff to manage a 4 Give Way system from GOS entry and exit to Gardens and Sculpture Garden entry and exit.</li> <li>7. FOH Staff (Enforcer) to be based in the Gardens to ensure social distancing is to be maintained. All staff in uniform and will have a social distance 'lollipop' sign with them.</li> <li>8. FOH Staff to monitor queue and social distance. Staff to explain ticket/membership required at kiosk and give guidelines of entry/exit and social distancing. FOH Staff to encourage visitors to down load QR code from information boards for the Gardens ie Sculpture Garden and map and Garden of Surprises.</li> </ul>					
<p><b>Entering and Leaving the Gardens</b></p> <p>Failure to maintain compliance with social distancing resulting in increased risk of transmission.</p>	Car park Gardens	Public Workers	3	5	15	High	<ul style="list-style-type: none"> <li>1. People will be encouraged to walk/run/cycle to Burghley where practical and avoid public transport.</li> <li>2. Car sharing will not be advised unless sharing with members of the same household.</li> <li>3. People are advised to wash/sanitise their hands on entering or leaving the Gardens.</li> </ul> 				Medium	

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<p>4. The numbers of people in the Gardens will be controlled and monitored – using ticketed entry and defined timeslots to minimise number of visitors and potential interaction. Tickets to be purchased online or using contactless payment</p> <p>5. Marshall/Staff Member to ensure public comply with entry and exit to GOS ensuring social distancing.</p> <p>6. Directional arrows and Give Way signs clearly visible for visitors at entry and exit points to the gardens</p> <p>7. Everyone to maintain social distancing when accessing and leaving the Gardens – keeping 2m apart.</p> <div style="text-align: center;">  </div> <p><i>If this cannot be achieved e.g. due to crowding, visitors must wait until safe to enter/exit.</i></p> <p>8. Designated site access and exit points will be clearly signed.</p>					
<p><b>Moving around the Gardens</b></p> <p>Failure to maintain compliance with social distancing resulting in increased risk of transmission.</p>	Gardens	Public  Workers	4	5	20	<b>High</b>	1. One-way pedestrian systems on site to be adhered to in the Gardens of Surprise.		2	5	10	<b>Medium</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							<div data-bbox="1048 116 1236 384" style="text-align: center;">  <p>ONE WAY</p> </div> <ol style="list-style-type: none"> <li data-bbox="902 405 1377 528">2. Give Way signs for walkways/doorways and areas with limited space i.e. Moss House, Play Area, Mound (when this reopens).</li> <li data-bbox="902 552 1377 675">3. Sculpture Garden - One family at a time in Swallow Rill and sunken seated area near Remembrance Garden must be adhered to by visitors, staff to manage.</li> <li data-bbox="902 699 1377 788">4. Mirror maze screened off, fountain roped off and interactive obelisks to be on a timer and buttons covered.</li> <li data-bbox="902 812 1290 837">5. Icehouse closed and fenced off.</li> <li data-bbox="902 861 1377 951">6. Signage placed at ground levels/other objects to demark 2 metre social distancing will be adhered to.</li> </ol> <div data-bbox="1016 975 1265 1222" style="text-align: center;">  <p>PLEASE KEEP 2 METRES APART</p> </div> <ol style="list-style-type: none"> <li data-bbox="902 1251 1357 1340">7. Visitors required to stick to permitted areas and not encroach into closed areas.</li> </ol>					


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			4	5	20				2	5	10	
<p><b>Common Areas: Garden Café, Shed</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Garden Café, Shed	Public Workers	4	5	20	<b>High</b>	<ol style="list-style-type: none"> <li>1. If Visitors bring their own food and drink open bins to be accessed and rubbish to be emptied on a regular basis. FOH and Porters emptying bins to disposable gloves and observe strict hygiene measures.</li> <li>2. Maintain social distancing at all times. Signage placed at ground levels/other objects to demark 2 metre social distancing will be adhered to</li> <li>3. Do not eat or drink until washed/sanitised your hands. Hand sanitising facilities to be provided at the Garden Shed/Garden Café and entrances to Gardens and Kiosks. (minimum 60% alcohol-based hand sanitiser).</li> <li>4. All food/drink rubbish will be bagged and removed from site for disposal.</li> <li>5. Enhanced cleaning programme to frequently clean and disinfect rest area surfaces that are touched regularly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</li> </ol>	2	5	10	<b>Medium</b>




HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
<p><b>Common Areas: Toilets</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Toilets	Public Workers	3	5	15	<b>High</b>	<p>1. Wash or sanitise hands before and after using the facilities. Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.</p>  <p>2. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>3. Opening doors with feet/elbows.</p> <p>4. Using tissue to switch off taps or contact surfaces.</p> <p>5. An employee marshals public to ensure no overcrowding.</p> <p>6. Enhanced cleaning programme to frequently clean and disinfect rest area surfaces that are touched regularly.</p> <p>7. Hand sanitiser fixed to walls.</p> <p>8. One person/family group in each of the male/female/disable toilets at a time.</p> <p>9. One Way system to be adhered to access the toilets with social distancing signs in place.</p> <p>10. Increased cleaning regime for toilets.</p>		2	5	10	<b>Medium</b>
<p><b>Common Areas: Car Parks</b></p>	Car parks	Public Workers	2	5	10	<b>Medium</b>	<p>1. People are required to maintain 2 metre separation in car park areas.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.							 <p>2. People will adhere to site pedestrian routes inbetween car parks and site entry points.</p>					
<b>Accidents, Security and Other Incidents</b>  Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Site	Public  Staff  Contractors	2	5	10	<b>Medium</b>	1. Ambulance to be used in an emergency. 2. First aid facilities in place. 3. First aiders at to: <ul style="list-style-type: none"> <li>- Make sure they wash hands or use an alcohol gel, before and after treating a casualty.</li> <li>- Ensure they do not cough or sneeze over a casualty during treatment.</li> <li>- Not lose sight of other cross contamination that could occur that is not related to COVID-19.</li> <li>- Wear gloves or cover hands when dealing with open wounds.</li> <li>- Cover cuts and grazes on their hands with waterproof dressing.</li> <li>- Dispose of all waste safely.</li> <li>- Do not touch a wound with a bare hand.</li> <li>- Do not touch any part of a dressing that will come in contact with a wound.</li> </ul> 4. Include the outside of first aid kits on		1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
						High	<p>regular sanitisation procedures.</p> <p>5. In an emergency, for example a fire or accident visitors and workers do not have to stay 2m apart if it would be unsafe.</p> <p>6. Emergency plans should be kept up to date.</p> <p>7. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.</p> <p>8. If an individual develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the Gardens/Park/Estate immediately:</p> <ul style="list-style-type: none"> <li>- Return home if safe to do so</li> <li>- If not able, driven home by another with additional controls: <ul style="list-style-type: none"> <li>- Keep windows open</li> <li>- Keep distance (driver in front and passenger in rear)</li> <li>- Clean down vehicle following transport.</li> </ul> </li> <li>- Contact emergency services if significant.</li> </ul>				Medium	
<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>- <b>General Cleaning</b></li> <li>- <b>Handwashing</b></li> <li>- <b>Sanitation Facilities</b></li> <li>- <b>Toilets</b></li> </ul> <p>Failure to reduce</p>	Whole site	Public  Staff  Contractors	3	5	15	High	<p>1. The Estate will utilise standard cleaning products as part of its enhanced cleaning programme.</p> <p>2. People are required to maintain all areas in a clean and hygienic manner.</p> <p>3. People will dispose of cloths/tissues/wipes in designated site areas.</p>	2	5	10	Medium	



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY	
transmission through contact with contaminated surfaces by not keeping the site clean.						High	4. People to be reminded not to place personal items on site surfaces such as: <ul style="list-style-type: none"> <li>- Mobile phones</li> <li>- Bunches of keys</li> </ul> 5. Frequent and thorough cleaning and sanitisation programme for the site throughout the day to include key touch points & areas such as: <ul style="list-style-type: none"> <li>- Water dispensers</li> <li>- Toilets</li> </ul> 6. The Following in GOS needs regularly cleaning: <ul style="list-style-type: none"> <li>Water House</li> <li>Sun Dial touch points</li> <li>Handrails in all GOS and toilet areas (Mound handrails when open to the public)</li> <li>Sculpture Garden</li> <li>Remembrance sign</li> </ul>						Medium
<b>Hygiene:</b> <b>7. Handwashing</b> <b>8. Sanitation Facilities</b> <b>9. Toilets</b>  Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.	Gardens	Public  Staff  Contractors	3	5	15	High	1. Regular hand washing.  2. <b>Avoid physical contact of any kind.</b>    3. <b>Avoid Skin Contact:</b> Avoid touching eyes, nose and mouth.	1. Hand sanitiser (minimum 60% alcohol based) provided throughout the workplace at designated points e.g. <ul style="list-style-type: none"> <li>12. All entry and exit points</li> <li>13. Entrances to rest areas</li> <li>14. Areas where it is not practical to utilise soap and water facilities.</li> </ul> 2. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.	2	5	10	Medium	

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							 <p>4. <b>Practice respiratory hygiene:</b> This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>5. Everyone to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p> <p>6. Everyone must wash their hands for 20 seconds using soap and water when entering and leaving the site.</p>  <p>7. Wash or sanitise hands before and after using the toilet facilities.</p> <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>10. Opening doors with feet/elbows.</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
							11. Using tissue to switch off taps or contact surfaces. 9. No reusable towels/nail brushes/face cloths permitted on the site. 10. People instructed in good personal hygiene practice. 11. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> 12. If a staff member has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. 13. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons. 14. Waste should be double bagged and sealed.					
<b>Face Coverings</b>  Failure to support	Site	Staff	1	5	5	Low	1. The company has assessed that the use of face coverings for our Workers is not required as part of our risk control	1. Managers to continue to monitor the effectiveness of existing risk controls	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.							<p>approach for covid-19.</p> <p>However, if a worker wishes to wear a face covering, we will support that choice. Where a face covering is worn, we require the wearer to do the following:</p> <p>15. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>16. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</p> <p>17. Change your face covering if it becomes damp or if you have touched it.</p> <p>18. Continue to wash your hands regularly.</p> <p>19. Change and wash your face covering daily.</p> <p>20. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</p> <p>21. Practise social distancing wherever possible.</p>	and amend as required.				
<p><b>Workforce Management: Shift patterns and Working Groups</b></p> <p>Failure to segregate cohorts to limit</p>	Gardens	Staff	2	5	10	<b>Medium</b>	<p>1. Managers will aim (where practical) to split the workforce into teams so that teams are kept the same whilst on site.</p> <p>2. Managers will identify (where practical) opportunities for staggered shift times to reduce overall numbers of people on</p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK	RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
transmission potential.					site where possible.					

LIKELIHOOD		SEVERITY		Severity	RISK				
					5	10	15	20	25
1. Extremely Unlikely		1. Minor Injury/disease no lost time		4	8	12	16	20	
2. Unlikely		2. Injury/disease up to 7 days lost		3	6	9	12	15	
3. Likely		3. Reportable under RIDDOR over 7 days		2	4	6	8	10	
4. Very Likely		4. Specified Injury/Long term absence		1	2	3	4	5	
5. Almost Certain to happen		5. Death		Likelihood					
				Low	Medium		High		
				1-8	9-12		15-25		

**References used in the development of this risk assessment:**

- HM Government 'Working Safely during COVID-19 in construction and other outdoor work – Guidance for Employers, employees & self-employed 11 May 2020
- CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 4
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>

<b>Document Accepted By (Name)</b>		<b>Sign</b>		<b>Date</b>	
<b>Further Risk Controls Implemented By (Name)</b>		<b>Sign</b>		<b>Date</b>	

# COVID-19

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SECONDS  
HAND WASHING

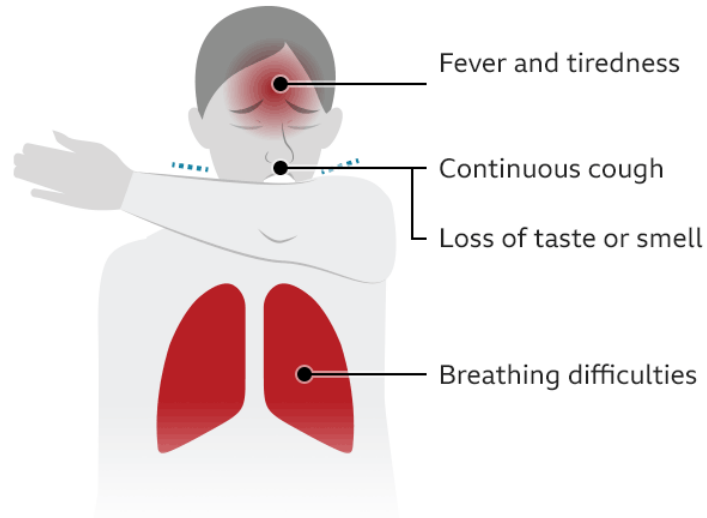
METRES  
DISTANCE

EXCUSES

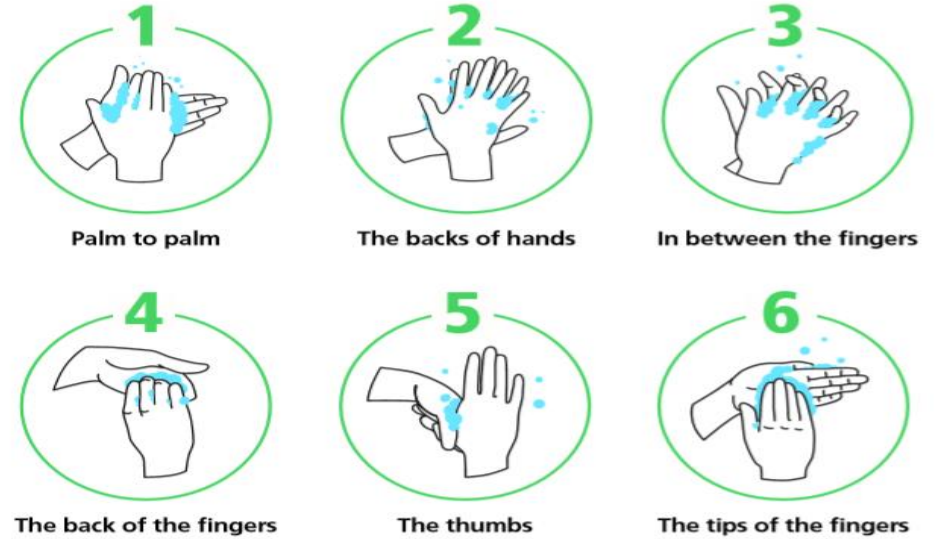
Key COVID-19 Symptoms & Controls:

Symptoms:

Coronavirus: Key symptoms



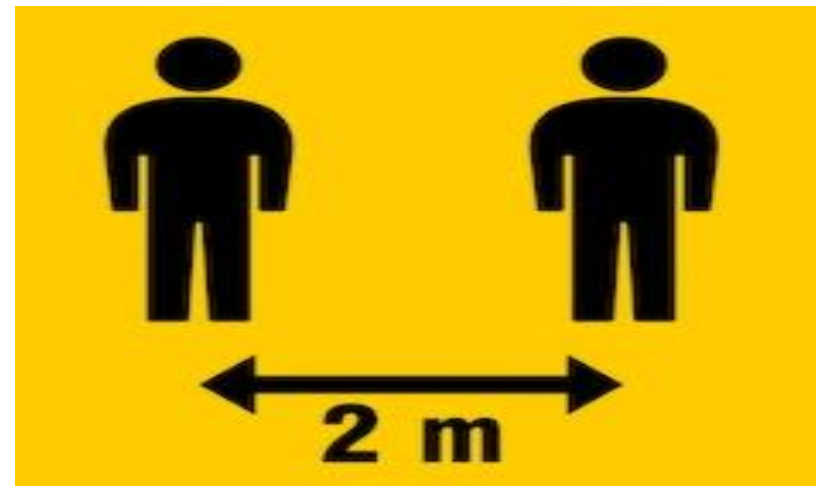
Hand Washing:



General Precautions:



Social Distancing:



The contents of this risk assessment and the resulting Safe System of Work should be shared with all People as appropriate to its contents

