

## Risk Assessment Checklist towards re-opening of Churchyard's following Covid-19 lockdown easing June 2020

Review date 16<sup>th</sup> June 2020 and then monthly

Focus	Control required	Additional Information	Action by	Completed (Date & Name)
Identify Work Zones and means of access	Confirm boundaries of work zones in terms of North, South, East and West	Note position of East Altar Window in order to signify N, S, E & W. Identify Zone boundaries.	Garden team leader	
	Apply Distancing rules (two metre spacing at all times between persons)	Identify Pebbles pathways to provide access.	All Gardeners	
Confirm Worker Limitation per zone	Ensure that only workers from same household can occupy any one of the four work zones.		Garden team leader	
PPE protection	All gardeners must at least wash their hands before/after garden tools are taken the shed out and when returned. Hands should be washed frequently throughout the day.	Outside cold water supply is available. Hand soap, Hand Gel and Paper towels provided by PCC.  Tools should be wiped down after individual use	PCC or Garden team leader	
Assess to storage shed	Only one person should have access to the Machinery and Garden tool storage shed.	Garden team leader only to have access key to shed. Access to the storage shed can only be made after a period of three days duration.	Garden team leader	
Sanitisation requirements of shed tools and machinery to be used.	Sanitisation spray and appropriate wipes must be used on all items to be used before use: <ul style="list-style-type: none"> <li>• Shed door handle and lock,</li> <li>• Machinery handles and grass boxes.</li> <li>• Garden tools.</li> <li>• Watering can handles.</li> </ul> Ensure that tools and machines are assigned for use to a single operator from one household during any one attendance.	Sanitation spray and paper wipes will be provided by PCC.  A waste bin with disposable liners (Polythene bin bags) will be provided by PCC. Contaminated liners must be tied to seal at the end of each gardening session and stored in bin for (min of 72hrs) before disposal.	Garden team leader  Garden team leader	

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Workers final protection	Ensure that all workers return tools to storage shed.	Equipment returned to shed by Garden team leader.	All Gardeners	
	All workers wash their hands and apply hand gel before leaving site.	Outside cold water supply is available. Hand soap, Hand Gel and Paper towels provided by PCC.	All Gardeners	
	Contaminated bin liners are disposed of and new bin liner installed.	Bin and disposal liners provided by PCC	Garden team leader	
Record of work and attendance list	Each Worker must provide a record of their attendance. The record must contain their Name, Date attended, times of attendance, Zone worked in and details of work completed.	PCC /Congregational Warden to provide blank record sheet.  Alternatively one member of the Gardening team could be identified to produce the record electronically having been supplied with details from other team members.	All Gardeners	
Use of any type of machinery.	Gardeners using strimmers must wear their goggles whilst machine is in use.	Personalised goggles will be supplied by the PCC	Garden Team leader	