

## SGS COVID-19 Risk Assessment Template for Garden Openers

Please use the following template to help you record your assessment of the risks related to opening your garden during COVID-19. Please get in touch with the office with any concerns or areas where we can help or provide further materials. Remember that you should still complete a general risk assessment as detailed in our Garden Opener's Guidance.

Checklist of things that could be dangerous	What SGS provides to prevent these	What further action could you take?
<p>Ensure Physical Distancing: Capacity</p> <ul style="list-style-type: none"> <li>• Decide how many visitors can reasonably follow 2m physical distancing in your garden.</li> <li>• How long should you allow for visitors to get around your garden?</li> <li>• Might you want to allow visitors to stop and have a picnic?</li> <li>• Have you adequate parking to allow distancing and support this number?</li> <li>• If opening on a day or days, do you need to limit your visitors through a booking system?</li> <li>• Consider extending your normal visiting hours</li> </ul>	<ul style="list-style-type: none"> <li>• Work with SGS to create a booking system, if appropriate</li> </ul>	
<p>Ensure Physical Distancing: Manage flow of Volunteers and Visitors to avoid Crowding</p> <ul style="list-style-type: none"> <li>• Consider crunch points, and how you would manage these. Can you create a one-way system?</li> </ul>	<ul style="list-style-type: none"> <li>• SGS signs: arrows, one-way</li> </ul>	
<p>Ensure Physical Distancing: Queue Management</p> <ul style="list-style-type: none"> <li>• How many people could you accommodate to wait in an entry queue (specific/range only) to stand 2M apart? Consider this from parking to admission.</li> <li>• Decide what you will do if potential crowding occurs.</li> <li>• Are there any local traffic or street management plans in place that you must consider?</li> </ul>	<ul style="list-style-type: none"> <li>• SGS sign to remind about physical distancing</li> </ul>	

<p>Hygiene</p> <ul style="list-style-type: none"> <li>• Provide bucket or container for admission donations <ul style="list-style-type: none"> <li>○ Maybe for plant sales as well</li> </ul> </li> <li>• Provide hand sanitiser at admission point for visitors (expenses)</li> <li>• Provide hand sanitiser and/or washing facilities for volunteer helpers</li> <li>• Set clear use and cleaning guidance for toilets – suggest not available...</li> <li>• Identify surfaces that need regular cleaning. Do what you can to remove situations for touching surfaces – such as leaving doors and gates open.</li> <li>• Consider whether you need additional waste facilities</li> </ul>	<ul style="list-style-type: none"> <li>• SGS sign for exact change at admission</li> <li>• SGS sign for exact change at plant sales</li> <li>• SGS hygiene reminder sign</li> </ul>	
<p>Additional measures</p> <ul style="list-style-type: none"> <li>• Be clear on actions you must take if you encounter an incidence, or suspected incidence of COVID-19 in your premises.</li> <li>• What to do in the case of an accident (non-COVID) requiring attention</li> </ul>		
<p>What other risks should you consider, either related to COVID-19 or not?</p>		

Last updated: 1 July 2020