

Heckington Windmill Trust - Shop re-opening risk assessment

The Trust recognises the current constraints due to Covid-19, but with rates of infection falling believe that it is safe to re-open the windmill shop, primarily to sell flour, porridge and other foodstuffs.

The following risk assessment identifies procedures and protocols that will enable the Trust to ensure social distancing of 2m in order to protect volunteers and customers.

All volunteers will be given a copy of this risk assessment prior to them undertaking any volunteering at the windmill during this time.

All volunteers should be aware that they must inform a Board member of any breach of this risk assessment should they become aware that any element of it has not been adhered to.

In assessing risk we use the table below. We look at the likelihood of the severity and likelihood of that occurring before control measures and then repeat the process once control measures are put in place. Although the calculation is a useful indicator of risk and the reduction of risk, it is the implementation of control measures that makes the difference.

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) or someone in very vulnerable / vulnerable group = 5		20 + Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19 High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 - 14 Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2			4 - 8 Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3 Very Low

HAZZARD	Assessment or risk without control measures				CONTROLMEASURES TO REDUCE THE RISK	Assessment of risk with control measures			
	SxL+W=R					SxL+W=R			
High risk volunteers contracting Covid-19	5	4	5	25	<ul style="list-style-type: none"> No volunteer in a very vulnerable or vulnerable group will be allowed to volunteer whilst the Covid-19 risk is still significant. All volunteers will be told not to volunteer if they should be self-isolating or if any member of their household should be self-isolating. 	4	1	0	4
Volunteers may contract Covid-19 from surfaces within the shop area.	4	3	5	17	<ul style="list-style-type: none"> All volunteers will be told not to volunteer if they should be self-isolating or if any member of their household should be self-isolating. Those entering the visitor centre will immediately wash their hands. Before general opening the volunteer will wipe down the counter and iPad with antibacterial solution / wipes and will then wash their hands. Volunteers working in the visitor centre will wash their hands regularly (every 45 minutes) Doors will be held open to avoid having to touch handles etc. 	4	2	0	8
Volunteers at risk of contracting Covid-19 from members of the public or other volunteers	4	3	0	12	<p>All volunteers will be asked to stay 2m away from members of the public and from other volunteers. To enable this we will</p> <ul style="list-style-type: none"> Only allow experienced volunteers and / or Board members to volunteer for these restricted openings. A volunteer will manage entry to the shop to stop overcrowding (stood near Maud with wooded bench near door to direct public to the till area) and a one way system in the shop will be put into operation (in Piggeries door / out Cart shed door) if required. Only allow one volunteer at a time to work behind the till area. Place a table in front of the counter in order to create a 2m 	4	2	0	8

				<ul style="list-style-type: none"> distance between the customer and volunteer. Only sell flour and porridge from stock held behind the counter. If any other stock is bought from shelves, volunteers will try as far as possible not to touch the item. If it is not possible to do this then the volunteer will immediately wash their hands after the transaction is complete. Not allow cash transactions to be undertaken. The card reader will be placed on a table near the books shelf. At the same time the volunteer will put flour / porridge in a marked area on the table for the customer to pick up near the flour shelves, so that distancing is maintained. Only allow volunteers to move from behind the counter when no members of the public are in the shop. 					
Members of the public contracting Covid-19 from one another.	5	4	5	25	<ul style="list-style-type: none"> Social distancing measures have been widely publicised and are known to the vast majority of members of the public. Those who are very vulnerable / vulnerable have been told to shield or keep contact with others to a minimum. The Trust will display a sign asking people to keep 2m apart The stairs to the Granary will be taped off to prevent public access. Should there be brief lapses in 2m distancing “momentary passing” is considered to be low risk. 	4	2	3	11
Member of the public contracting Covid=19 from a volunteer.	5	3	0	15	<ul style="list-style-type: none"> Measures are in place (see above) to provide 2m separation between volunteers and the public. All volunteers will be told not to volunteer if they should be self-isolating or if any member of their household should be self-isolating. 	5	1	0	5

<p>Bagging flour / porridge</p> <p>Volunteers at risk of contracting Covid-19 from other volunteers</p>	4	3	0	12	<ul style="list-style-type: none"> • All volunteers will be told not to volunteer if they should be self-isolating or if any member of their household should be self-isolating. • All volunteers should wash their hands before bagging. • Volunteers should consider wearing a mask when bagging flour. • The bagging area should be wiped down with antibacterial cleaner. • When bagging flour social distancing rules should be adhered to. Only one person should bag and one person seal bags (unless from the same household) • If more than one person is bagging then the bags should be filled by one person, the filled bags placed in a carrying box and moved 2m away and the person sealing should then take the bags from the box and seal them. At all times the two people involved should stand 2m apart. • At the end of bagging the area should be wiped down with antibacterial cleaner. • Plastic boxes containing bagged flour / porridge should be externally wiped before storing. 	4	2	0	8
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