

Risk/hazard	Level of risk	Suggested Measures to reduce risk.
Packaging seeds and distribution Plants for the public in times of Corona		<p>ABIDE by Current government Guidelines on Safety regarding Covid-19 virus regulations</p> <p>Do not do this work if you or anyone in your house has any symptoms relating to Coronavirus.</p> <p>Stay 2 metres apart from people.</p> <p>Wash hands before and after handling products.</p> <p>If you think a bag has been “contaminated”, empty it onto a clean surface without touching the contents, throw the bag away (in another closed bag) and wash hands.</p> <p>Leave products alone for 3-5d (paper or plastic) (some say 1 day for paper) to decrease the chance of contamination.</p>
Handle seed packets	Medium	<p>Keep one large pack per “divider” if possible (e.g. one person does all beetroot seeds)</p> <p>Wash hands before handling materials and after emptying seeds into a clean container to work from.</p> <p>Throw paper bag/outer packet away if thought to be “contaminated”, before washing hands.</p>
Package seeds into small envelopes, label and place in open topped cardboard box	Low	<p>Wash hands before handling materials.</p> <p>Seeds placed inside wrapping or envelope and inside a SusWoT envelope (label content)</p> <p>Labels, wrappings, envelopes and sellotape to be “clean”</p> <p>Filled envelopes are placed in open-topped cardboard box to enable DISTRIBUTOR to touch only what customer is having AFTER THEY WASH HANDS.</p>
Display and give small seed envelopes to public	Medium	<p>Orders will be done through the website</p> <p>Wash hands before handling any seed envelopes YOURSELF (not public)</p> <p>YOU put what they want in a bag/ large envelope for “Jo Bloggs”.</p> <p>'Where the seeds are collected, by the customer, or their agent, from a SusWoT collection point, they will placed on a surface that allows the customer to identify and pick up their seeds without touching other packets'</p> <p>NO boxes for the public to pick through please.</p>
Seedlings	Medium/ Low	<p>Wash hands 20 seconds (and tools if shared recently) before and after potting work.</p> <p>Work with your own materials in your own space where possible.</p> <p>Wear an apron to be washed afterwards if need to protect clothes from items that are “imported”.</p> <p>Try not to touch any clothing or face.</p> <p>Label. Place in trays to avoid handling pot afterwards where possible.</p>

		Leave seedlings and materials for 72 hours before working on them again. Water without touching.
Trays of Seedlings for public	Low	<p>Labels will be placed at the time of potting up Cardboard boxes preferable to plastic (shorter survival of virus) for carrying seedlings if possible. ONLY SusWoT member to handle pots after washing hands. Place choices in an open topped cardboard tray or clean plastic bag (not been in potentially-infected household) for person to take away. BEST scenario: person picks up their plants into their own containers. Customer advised by e mail to place selection in isolation for 3days (plastic pots) AND wash hands after doing this. Throw away outer bag if "contaminated"</p> <p>Delivery: IF SusWoT member delivers trays, these safety procedures must be followed too. Any space used in the car could be covered by a washable cloth to avoid contact with car. Wash afterwards above 27deg C and wash hands after handling (try not to touch clothes)</p>