

# CALTHORPE COMMUNITY GARDEN CORONAVIRUS (COVID 19) RISK ASSESSMENT

This risk assessment has used guidance from the World Health Organization and NHS to ensure the risk assessment is following the latest advice. Please note that this advice could change and that the risk assessment will have to be reviewed when any relevant changes have been made to current advice. The title 'Risk' has been omitted from this risk assessment because Covid 19 is a new illness that can affect your lungs and airways, but Covid 19 can present symptoms in many ways. It is a virus and symptoms can be mild, moderate, severe or fatal.



Children's Play Activities – weekends or school holidays					
Sessions to take place in the garden or in the cabin and festival area when completed, access to toilets in building					
Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when	Done
Staff Volunteers Visitors Children Carers	<p><b>Site Supervision</b></p> <ul style="list-style-type: none"> <li>Increase the number of staff on site at busy times to ensure adequate site supervision and help to ensure hand washing and toilet procedures are followed</li> <li>Staff to remain outside whenever possible and keep the building locked</li> <li>Staff will meet weekly 12.30-1.30pm before opening the gates to users to co-ordinate activities and procedures</li> <li>The garden will remain closed to the public 12.00-1.30, to allow families of children who have disabilities or underlying health conditions to play on their own.</li> <li>Staff will close the gate at any time throughout the day if the site becomes crowded so as not to allow social distancing. This will be at the discretion of the staff on site should the number exceed 40 people. Families already in the garden can remain.</li> </ul>	<p><b>Site Supervision</b></p> <ul style="list-style-type: none"> <li>Saturday is the busiest day, Joanne Shuffler, EY Educator, to become member of the Saturday team bringing the total number to 4 or 3 during annual leave</li> <li>The garden will reopen for weekend play only from July 4<sup>th</sup> at 1.30pm. 12.30-1.30 will be for vulnerable families.</li> <li>All registered families to receive a <b>Letter to Parents</b> in advance informing them of what to expect so they can be prepared.</li> <li><b>Letter to Parents</b> to be sent to Whatsapp group, posted on website &amp; social media</li> <li>Staff member to be in position at the main gates to hand out letters for those who don't have them and explain position of hand sanitisers.</li> </ul>	LG		Done
	<p><b>Site Access</b></p> <ul style="list-style-type: none"> <li>Families to be sent Weekend Play Protocol in advance of visit via Whatsapp or email</li> </ul>	<p><b>Site Access from July 4<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>Families will enter and exit via the red gates.</li> </ul>	NR & LG	28 June	Done
			NBH	4 July	
			LG		

	<ul style="list-style-type: none"> <li>• A nominated member of staff will allow access to each family through the red gates, then gates to be locked again</li> <li>• Outdoor space only to be used by families with the exception of prayer</li> </ul> <p><b><u>Site Access until July 4th</u></b></p> <ul style="list-style-type: none"> <li>• Hourly sessions for families booked in advance through Whatsapp group (Niki)</li> <li>• No more than 2 families per session for now in accordance with distancing guidelines</li> </ul>				
	<p><b><u>Access to Water</u></b></p> <ul style="list-style-type: none"> <li>• Disposable paper cups will be supplied to enable children to get water from outside tap</li> </ul>	<p><b><u>Access to Water</u></b></p> <ul style="list-style-type: none"> <li>• Used cups to be placed in separate recycling bin</li> <li>• Bin to be stored, after use, in compost area and cups composted the following Friday allowing 5 days for virus to be eliminated</li> </ul>	<p>MG</p> <p>NBH</p>		
	<p><b><u>Prayer</u></b></p> <ul style="list-style-type: none"> <li>• The Early Years or café can be used for prayer if necessary by one family at a time or 2 families if there is sufficient space to enable social distancing</li> <li>• Families must bring their own mat and take it home with them</li> </ul>				
	<p><b><u>Symptoms of Covid 19</u></b></p> <ul style="list-style-type: none"> <li>• If any service user feels unwell, or has someone feeling unwell in their household, don't attend session until an appropriate isolation period has passed. This information is provided in the <b>Letter to Parents</b></li> <li>• Staff who feel unwell should contact Louise (or nominated deputy if Louise is unwell) and follow the same self-isolation process if appropriate.</li> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the current stay at home guidance</li> <li>• Attempt to identify all people that person may have had contact with to inform them that they may need to take precautions, <a href="http://www.publichealth.hscni.net/">www.publichealth.hscni.net/</a></li> </ul>	<p><b><u>Symptoms of Covid 19</u></b></p> <ul style="list-style-type: none"> <li>• The line manager, or named member of staff, will stay in contact with the staff member or volunteer during this time, especially if the person is known to live alone</li> <li>• Support staff or volunteers that have been affected by Covid 19 or a family member has been affected</li> <li>• An Infrared thermometer may help to detect the virus if volunteer has a high temperature of 37.8C or greater</li> </ul>	<p>MC</p>	<p>4 July</p>	

	Can provide advice on what actions they should take				
	<p><b><u>Baby Changing Facilities</u></b></p> <ul style="list-style-type: none"> <li>Families are allowed access to baby changing facilities as required</li> <li>Staff to sanitise after use with anti-viral spray on disposable paper towel</li> </ul>				
	<p><b><u>Toilet Cleaning</u></b></p> <ul style="list-style-type: none"> <li>The building must be locked and parents/children will need to inform a member of staff if they need to use the toilet.</li> <li>That member of staff will remain outside the building to prevent further access and to sanitise after use according to the checklist</li> <li>Toilet and bathroom sanitising checklist located on wall to right of disabled toilet door for staff to sign when task is completed</li> <li>Anti-viral spray bottle and paper towels to be placed in each toilet to enable users to sanitise as required at a height children cannot reach</li> <li>All users required to close toilet lid when flushing to prevent spread of virus</li> </ul>	<p><b><u>Toilet Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Signage to be placed in each toilet with icons/pictures of each step for clarity – sanitising spray on paper towel, paper towel in bin, keep toilet lid closed when flushing, wash hands for 20 seconds</li> </ul>	LG	27 June	
	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>Hand sanitising dispenser to be placed on railings inside red gates and before bridge for families to use before accessing the garden</li> <li>Hand sanitising will be required before commencing arts session to be provided by staff</li> </ul>	<p><b><u>Hand washing</u></b></p> <ul style="list-style-type: none"> <li>Hand washing at other times at families' discretion</li> </ul>			
	<p><b><u>Cleaning equipment</u></b></p> <ul style="list-style-type: none"> <li>Arts equipment to be set up in advance on tables on deck and wiped down between each hourly visit with anti-viral spray on disposable paper towel</li> <li>Only equipment/activities that can be wiped down or taken home to be used</li> </ul>	<p><b><u>Cleaning equipment</u></b></p> <ul style="list-style-type: none"> <li></li> </ul>			

	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Tables used for arts activity to be set up in advance to allow for social distancing</li> <li>• Tables to be sanitised before and after each session</li> </ul>	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Families will be reminded they are responsible to ensure children social distance from others</li> </ul>			
	<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• PPE is not required to be worn by families</li> <li>• Staff are required to wear masks and gloves when operating activities such as crafts or in a situation where they are likely to be within 2 metres of families such as narrow paths or gateways</li> </ul>	<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• All PPE for staff is located in the office</li> </ul>			
	<p><b><u>Football</u></b></p> <ul style="list-style-type: none"> <li>• Supervised football training or fitness activities in groups of no more than six (including the coach), keeping two metres apart at all times is allowed</li> <li>• Each child is to be provided with his/her own ball that will be sanitised with anti-viral spray after each session</li> <li>• Playing football individually. For example, practice of individual skills or fitness activities is allowed</li> <li>• Playing football with a family or other people living in the same household is allowed</li> <li>• Unsupervised, mixed team sports are not to be played due to lack of ability to maintain recommended 2-metre social distance</li> </ul>	<p><b><u>Football</u></b></p> <ul style="list-style-type: none"> <li>• The situation to be reviewed regularly</li> </ul>			
	<p><b><u>Table Tennis and Badminton/Short tennis</u></b></p> <ul style="list-style-type: none"> <li>• Sports nets to be set up in advance.</li> <li>• Equipment will be given to families upon request</li> <li>• Families will be asked to return equipment to a member of staff following use</li> <li>• Equipment and top of net to be wiped with anti-viral spray on disposable paper towel between each family</li> </ul>	<p><b><u>Table Tennis</u></b></p>			

<b>Staff check list</b>	
Prior to session	
During session	
After session	

**Assessment date: June 2020**

**Review date: July 2020**

**Version: 1.1**