

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.

The following activities are covered in this Risk Assessment - **Social & therapeutic horticulture**

- Children's play activities
- Use of sports pitch
- Early years
- Room hire
- Food bank (Mila)

SOCIAL & THERAPUTIC HORTICULTURE – Including group sessions, 1-1 volunteers, allotment gardening					
Sessions to take place in the garden or polytunnel 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 Contractors Delivery personal Children	<p>Unsupervised garden visitors</p> <ul style="list-style-type: none"> ● Garden to remain closed to general public to avoid possible spread of the virus and to allow staff to focus on delivering supervised sessions 	<p>Unsupervised garden visitors</p> <ul style="list-style-type: none"> ● Investigate installation of automatic door opening device with camera and microphone to avoid constantly having to open door to volunteers and to minimise sources of possible cross contamination. NOT HAPPENING 	LG		
	<p>Hand Washing</p> <ul style="list-style-type: none"> ☑ Hand washing facilities in place with soap kept at all hand washing sites ☑ Paper towels to be used for drying hands with bins close by so potentially infected paper towels are placed directly in the bins, bins lined with bags to ensure that they can be removed and disposed of with minimal touching 	<p>Hand washing</p> <ul style="list-style-type: none"> ☑ All staff and volunteers reminded regularly to wash their hands for 20 seconds with soap and water and proper drying on paper towels. ☑ Reminders where necessary to avoid touching face, eyes, nose or mouth with unclean hands 			

	<ul style="list-style-type: none"> ☒ Hand sanitiser to be readily available as well ☒ Disposable tissues will be available on each site. 	<ul style="list-style-type: none"> ☒ Signage about '2-metre' and 'Wash Hands' to be placed in garden ☒ Staff to monitor skin on their hands and keep them moisturised ☒ Public health advice about Covid 19 to be reviewed regularly about hand washing ☒ Ask UCL for a paper towel dispenser from Eastman site ☒ Signage for all businesses available from www.gov.uk 			
	<p>Symptoms of Covid 19</p> <ul style="list-style-type: none"> ☒ If volunteer feels unwell, or has someone feeling unwell in their household, don't attend session until an appropriate isolation period has passed ☒ Staff who feel unwell should contact Louise (or nominated deputy if Louise is unwell) and follow the same self-isolation process if appropriate. ☒ 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 ☒ Attempt to identify all people that person may have had contact with to inform them that they may need to take precautions, www.publichealth.hscni.net/ Can provide advice on what actions they should take 	<p>Symptoms of Covid 19</p> <ul style="list-style-type: none"> ☒ 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 ☒ Support staff or volunteers that have been affected by Covid 19 or a family member has been affected ☒ Use of an Infrared thermometer may help to detect the virus if volunteer has a high temperature of 37.8C or greater 			
	<p>Cleaning</p> <ul style="list-style-type: none"> ● Frequent cleaning and disinfecting of objects regularly touched using an appropriate cleaning product and method ☒ Staff to clean all agreed surfaces and tools immediately before each session and then again after each session ☒ All tools out on a table before each session; a 'clean' table. All tools to be put on a second table after use; a 'dirty' table. ☒ Sites for hand sanitiser dispensers to be fitted and staff to check that the dispenser has adequate hand sanitiser in it 	<p>Cleaning</p> <ul style="list-style-type: none"> ☒ Update cleaners weekly schedule to include additional safety measures for building. ☒ Calthorpe uses <i>Safe4</i> foam hand sanitiser which has been tested for use with Coronavirus and is alcohol free ☒ Calthorpe uses <i>Selegiene Extreme</i> unperfumed bactericidal, virucidal cleaner which has been tested for use with Coronavirus 			

	<p>☒ Sites where no hand sanitiser fitted ensure that a container with sanitiser is available in an appropriate place for use</p>	<p>☒ Ensure that any decanted liquids clearly labelled and diluted by the correct amount (if dilution is specified)</p> <p>☒ The types of places that may need to be cleaned before and after each session will be taps, tables, tools, the entrance gate and toilet areas, but the areas of use need to be determined by the session leader</p>			
	<p><u>Toilet Cleaning</u></p> <ul style="list-style-type: none"> ● Daily named staff to sanitise toilets at regular intervals throughout the day ● Toilet and bathroom sanitising checklist to be placed on toilet door for staff to sign when task is completed ● Anti-viral spray bottle and paper towels to be placed in each toilet to enable users to sanitise as required ● All users required to close toilet lid when flushing to prevent spread of virus 	<p><u>Toilet Cleaning</u></p> <ul style="list-style-type: none"> ● 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. 			
	<p><u>Session structure</u></p> <p>☒ Only 5 volunteers at each session</p> <p>☒ Highly vulnerable staff and volunteers should follow the NHS advice for isolating and not participate in activities until NHS advice that it is safe for them to re-engage in activities</p> <p>☒ Vulnerable group, but without NHS letter, volunteers to be sent a letter asking them to consider the risk and inviting them to have a discussion with staff leading before participating in activities.</p> <p>☒ Social distancing – where possible for all staff and volunteers to work two metres apart</p> <p>☒ Where paths are not wide enough to allow social distancing, restrict numbers working in that area or use a one way route around the area</p> <p>☒ Each session two hours to allow extra time for cleaning before and afterwards</p>	<p><u>Session Structure</u></p> <p>☒ Signage to remind staff and volunteers about social distancing</p> <p>☒ Staff to structure volunteer activities to provide them maximum social distancing</p> <p>☒ All volunteers will be sent a letter in advance outlining preparations, H&S and changes to sessions</p> <p>☒ Volunteers asked not to bring coats and bags to sessions where possible to avoid cross contamination</p> <p>☒ All necessary coats or bags to be stored in the volunteer shed only accessible by staff</p>			

	<ul style="list-style-type: none"> ☒ Only staff to be allowed access to the kitchen to prepare for tea/coffee break. Dishes to be placed in dishwasher and washed on highest setting. ☒ Hands must be washed/sterilised before taking dishes out when clean ☒ When working in the polytunnels, the doors and vents should be open to allow for maximum ventilation ☒ Tables in polytunnel to be 2 metres apart, or if people can't work 2 metres apart they should be positioned to work back to back ☒ No new volunteers for the time being ☒ Glasses for water to be provided in the garden, not volunteer in kitchen ☒ Volunteers must not to use public transport but attend by walking or bicycle for the time being ☒ Staff encouraged to follow public health advice if using public transport 				
	<p><u>PPE</u></p> <ul style="list-style-type: none"> ☒ Each volunteer to use their own gloves and take them home afterwards. Calthorpe will provide gloves to those who do not have their own ☒ Disposable plastic gloves will be available. Plastic gloves to be disposed of in a bin with a plastic liner to ensure that touching them is reduced 	<p><u>PPE</u></p> <ul style="list-style-type: none"> ☒ Masks are not required in the garden unless Public Health England states that they are necessary, this is to be monitored regularly ☒ Masks that are worn to the site should not be left on surfaces, if removed they should be put inside a plastic bag and kept with the person's possessions to avoid cross contamination ☒ Clothing can hold contamination from the virus for approximately 3 hours, volunteers will be asked to bring their own apron and take it home afterwards. Calthorpe will purchase gardening aprons for vulnerable volunteers who do not have their own and their name will be written on it 			
	<p><u>Use of hose or watering can by volunteers not accompanied by a member of staff</u></p> <ul style="list-style-type: none"> ☒ Allotment holders to be given a copy of the Covid-19 Volunteer Protocol 				

	<ul style="list-style-type: none"> ☒ If more than one person, encourage use of social distancing whilst watering ☒ Allotment holders to bring their own gloves. Disposable gloves available ☒ Staff to clean tap head at the beginning of the day and the end of the day with antibacterial cleaner to avoid any cross contamination 				
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Staff check list					
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Prior to session	Identify which member of staff is responsible for each volunteer
	Named staff member to post/email/ Protocol and follow up to ensure it is clearly understood
	If we are supplying aprons and gloves, make sure these are clearly named and volunteers know they must take them home and wash them
	Check soap, hand sanitiser, hand towels & PPE is in place, refill if not
	Lay out equipment & resources on 'clean' table and sanitise
	Ensure seating or tables are spaced appropriately
	Ensure water supply and glasses
During session	Ask volunteer to wash/sanitise hands using the outdoor sink or hand sanitiser
	Bags or coats to be stored in volunteer space only accessible to staff
	Ensure each volunteer is wearing gloves and apron
	Remind each volunteer of the protocol particularly regular hand washing and use of toilet
	If a volunteer uses the toilet, disinfected immediately before anyone else has access & staff to sign checklist located on toilet door
	At tea break, bring everything outside, clear up afterwards and place in dishwasher on hot wash
	Ensure volunteers take gloves and aprons home, put straight in bag
If thermometer used this must be sterilised and placed back in the first aid kit	
After session	Sanitise all equipment or resources on the 'dirty' table.
	Sanitise taps, door handles, tap tops and other objects regularly touched
	Dispose of disposable gloves or masks, etc into purple bags and leave at front gate when full.

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	<u>Unsupervised garden visitors</u> – as above <u>Symptoms of Covid 19</u> – as above	<u>Unsupervised garden visitors</u> – as above <u>Symptoms of Covid 19</u> – as above			
	<u>Hand Washing</u> ☐ Hand sanitising dispenser for visitors? ☐	<u>Hand washing</u>			
	<u>Cleaning of building & equipment</u> ☐	<u>Cleaning of building & equipment</u> ☐			
	<u>Social Distancing</u> ☐	<u>Social Distancing</u> ☐			
	<u>PPE</u>	<u>PPE</u>			
	<u>Football</u> <ul style="list-style-type: none"> 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 playing football individually. For example, practice of individual skills or fitness activities is allowed playing football with a family or other people living in the same household is allowed Unsupervised, mixed team sports are not to be played due to lack of ability to maintain recommended 2-metre social distance 	<u>Football</u> <ul style="list-style-type: none"> The situation to be reviewed regularly 			
	<u>Table Tennis</u>	<u>Table Tennis</u>			

Use of sports pitch – Including team sports such as futsal, and sports involving fewer participants such as tennis or badminton					
Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when	Done
Staff Volunteers Visitors Children Carers	<u>Football</u> <ul style="list-style-type: none"> No team sports to be played due to lack of ability to maintain recommended 2-metre social distance playing football individually. For example, practice of individual skills or fitness activities is allowed playing football with a family or other people living in the same household is allowed 	<u>Football</u> <ul style="list-style-type: none"> The situation to be regularly reviewed https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation 			
	<u>Tennis & Badminton</u> <ul style="list-style-type: none"> Sports that enable participants to maintain 2-metre can be played, specifically tennis and badminton Players need to arrange access in advance by communicating with a member of staff Access to site via red gates and pitch via garden gate All equipment to be sanitised with anti-viral spray before returning to storage bag 	<u>Tennis & Badminton</u>			
	<u>Site Access</u> <ul style="list-style-type: none"> 	<u>Site Access</u>			
	<u>Hand Washing</u> <input type="checkbox"/> Hand sanitising dispenser for visitors? <input type="checkbox"/>	<u>Hand washing</u>			
	<u>Cleaning of equipment</u> <input type="checkbox"/>	<u>Cleaning of equipment</u> <input type="checkbox"/>			
	<u>Social Distancing</u> <input type="checkbox"/>	<u>Social Distancing</u> <input type="checkbox"/>			
	<u>PPE</u>	<u>PPE</u>			

	<u>Table Tennis</u>	<u>Table Tennis</u>			
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