

## HCGA 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



Assessment date: 06.05.20

Review date: 08.06.20

Version: 1.1

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when	Done
<b>Spread of Covis 19 Coronavirus</b>	Staff Volunteers Visitors Contractors Delivery personal Students Children Anyone who comes in contact with the sites used by the charity or visited by the charity	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Hand washing facilities in place with soap kept at all hand washing sites</li> <li>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</li> <li>Gel sanitiser to be readily available as well</li> <li>Staff to have emollient cream supplied to protect skin</li> <li>Disposable tissues will be available on each site.</li> </ul>	<b>Hand washing</b> <ul style="list-style-type: none"> <li>All staff and volunteers reminded regularly to wash their hands for 20 seconds with soap and water and proper drying on paper towels.</li> <li>Reminders where necessary to avoid touching face, eyes, nose or mouth with unclean hands</li> <li>Signage about 'Catch it, Bin it, Kill it' to be placed around all sites</li> <li>Staff to monitor skin on their hands and keep them moisturised</li> <li>Public health advice about Covid 19 to be reviewed regularly about hand washing</li> <li>Signage for all businesses available from <a href="http://www.gov.uk">www.gov.uk</a></li> </ul>			
		<b>Symptoms of Covid 19</b> <ul style="list-style-type: none"> <li>If volunteer feels unwell, or has someone feeling unwell in their household, don't attend session until</li> </ul>	<b>Symptoms of Covid 19</b> <ul style="list-style-type: none"> <li>HCGA line manager will stay in contact with the staff member or volunteer during</li> </ul>			

		<p>an appropriate isolation period has passed</p> <ul style="list-style-type: none"> <li>• Staff who feel unwell should contact Cathy Maund 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> Can provide advice on what actions they should take</li> </ul>	<p>this time, especially if the person is known to live alone</p> <ul style="list-style-type: none"> <li>• Support staff or volunteers that have been affected by Covid 19 or as family member has been affected</li> </ul>			
		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting of objects regularly touched using an appropriate cleaning product and method</li> <li>• Staff to clean all agreed surfaces and tools for that site in the 30 minutes prior to each session and then again after each session</li> <li>• To have tools out on a table and have a 'clean ' table and 'dirty' table so volunteers not in tool shed</li> <li>• Sites where hand sanitiser dispensers have been fitted staff to check that the dispenser has adequate hand sanitiser in it</li> <li>• Sites where no hand sanitiser fitted ensure that a container with sanitiser</li> </ul>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• The agreed cleaning product that HCGA is aiming to use is Safe4 where possible, each site should have a copy of the test report for Safe4 disinfectant cleaner on site to show that it has been tested effective against Coronavirus</li> <li>• Ensure that any decanted liquids clearly labelled and diluted by the correct amount</li> <li>• The types of places that may need to be cleaned before and after each session will be taps, tables, the entrance gate and toilet areas, but the areas of use need to be determined by the session leader</li> </ul>			

		is available in an appropriate place for use				
		<p><b><u>Session structure</u></b></p> <ul style="list-style-type: none"> <li>• Only 5 volunteers at each session</li> <li>• 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</li> <li>• 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. Staff in this category to discuss with Cathy Maund before leading activities</li> <li>• Social distancing – where possible for all staff and volunteers to work two metres apart</li> <li>• 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</li> <li>• Each session two hours to allow extra time for cleaning before and afterwards (to reduce the need for tea/coffee breaks or use of toilets)</li> <li>• No tea/coffee break offered in the middle of the session</li> <li>• When working in the glasshouses or greenhouses, the doors and vents should be open to allow for maximum ventilation</li> <li>• Workstations in greenhouses to be 2 metres apart, or if people can't work 2</li> </ul>	<p><b><u>Session Structure</u></b></p> <ul style="list-style-type: none"> <li>• Signage to remind staff and volunteers about social distancing</li> <li>• Staff to structure volunteer activities to provide them maximum social distancing</li> <li>• Ravenscourt Park Glasshouses and Phoenix Farm to look at a good practice guide on how staff and volunteers may use a one way route around the site</li> <li>• All volunteers will be sent a letter outlining the back to work preparations and changes to sessions</li> <li>• Volunteers asked not to bring coats and bags to sessions where possible to avoid cross contamination</li> </ul>			

		<p>metres apart they should be positioned to work back to back</p> <ul style="list-style-type: none"> <li>• No new volunteers for the time being</li> <li>• Staff and volunteers to bring their own water bottles</li> <li>• Volunteers encouraged not to use public transport but attend by walking or bicycle to reduce contact on public transport.</li> <li>• Staff encouraged to follow public health advice if using public transport</li> </ul>			
		<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• Gardening gloves to be used on most tasks, all staff and volunteers to have gloves that are their for use only and labelled with their names</li> <li>• Disposable plastic gloves will be available on each site. Plastic gloves to be disposed of in a bin with a plastic liner to ensure that touching them is reduced</li> </ul>	<p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• Masks are not required unless Public Health England states that they are necessary, this is to be monitored regularly</li> <li>• Masks that are worn to the site should not be left on surfaces at an HCGA site, if removed they should be put inside a plastic bag and kept with the person's possessions to avoid cross contamination</li> <li>• Clothing can hold contamination from the virus for approximately 3 hours, aprons or coverings of clothes would reduce contamination of tools or equipment or to prevent the staff or volunteer returning home with contamination on their clothing. A period of time, possibly 3 hours, needs to be left between each person using the apron to avoid cross contamination</li> </ul>		
		<p><b><u>Watering sites when HCGA staff are not in attendance</u></b></p> <ul style="list-style-type: none"> <li>• If more than one person, use social distancing whilst watering</li> <li>• Use disposable gloves available on site to use taps and hoses</li> </ul>			

		<ul style="list-style-type: none"> <li>• Clean tap head before and after use with antibacterial cleaner to avoid any cross contamination</li> </ul>				
		<p><b><u>Van usage</u></b></p> <ul style="list-style-type: none"> <li>• Wipe down all areas on common usage before and after use with antibacterial cleaner, for example steering wheel, gear stick, hand break and door handles</li> <li>• Use hand sanitiser before use</li> <li>• If two people in vehicle keep windows open to increase ventilation</li> </ul>				
		<p><b><u>Get Out There team</u></b></p> <ul style="list-style-type: none"> <li>• two hour sessions from 10.30-12.30</li> <li>• 30 minutes allowed to clean surfaces and tools before and after session</li> <li>• lunches to be purchased before the session</li> <li>• only one person in the shed at Godolphin or Loris at a time</li> <li>• tasks to be planned with social distancing in mind</li> <li>• Each volunteer and staff to have separate named gardening gloves and gloves not to be shared</li> <li>• Activities planned to be walking distance from Godolphin</li> </ul>	<p><b><u>Get Out There team</u></b></p> <ul style="list-style-type: none"> <li>• Clothing can hold contamination from the virus for approximately 3 hours, aprons or coverings of clothes would reduce contamination of tools or equipment or to prevent the staff or volunteer returning home with contamination on their clothing. A period of time, possibly 3 hours, needs to be left between each person using the apron to avoid cross contamination</li> </ul>			