

## Risk Assessment — 1. Supporting Information

<b>Date of Assessment</b>	4 <sup>th</sup> June 2020	<b>Review / Reassessment Date</b>	Whenever government advice changes
<b>Site and Activity</b>	Not site specific	<b>Type of site (if applicable)</b>	N/A

### Supporting notes:

This RA (risk assessment) is to go alongside the Covid 19 group volunteering protocols - "Covid19 Group Social Dist Vol Protocol - FINAL 4th June 2020" – and alongside the usual RAs groups use to undertake activities in Bath and North East Somerset Council parks.

It covers the risks associated with group volunteering during the coronavirus pandemic and how to mitigate them. Nonetheless activities should still be risk assessed as usual and carried out according to the protocol mentioned above.

### How to complete:

- 1. Detail the activity here in the Supporting notes section**
- 2. Go through Section 2 on the following page, including additional risks identified and removing ones that are not applicable to your activity**
- 3. Complete the Safety Plan in Section 3**
- 4. Create a checklist for yourself at the start of the activity: what do you need?**

**Nearest phone / person with mobile:**

**Nearest Hospital A&E:** Bath Royal United Hospital, NHS Trust Hospital, Combe Park, Bath BA1 3NG Tel: 01225 428331

<b>Name of Assessor</b>	Jeremy Dymond – Community Development Officer	<b>Date</b>	4 <sup>th</sup> June 2020
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## Risk Assessment — 2. Risk Assessment

What are the hazards?	What precautions are already in place?	What are the risks?	Risk Rating	What further actions are necessary? And why?	How will you put this into action?			
					By whom:	By when:	Priority	Done (Date completed)
Covid- 19 (Coronavirus) virus	<p>Hand sanitiser gel should be available for volunteers where washing facilities are not readily available.</p> <p>Ideally access to hand washing facilities with soap and hot water in place.</p> <p>Access to paper towels for drying of hands.</p> <p>Safety talk at the beginning of activity.</p> <p>Volunteer activities kept to a minimum, both in number of volunteers and how often activities are taking place.</p> <p>When activities take place, volunteers should follow strict social distancing guidelines.</p>	<p>Medium risk of transmission of Covid- 19 (Coronavirus)</p> <p>Transfer of virus through poor personal hygiene or sharing of equipment</p>	Med	<p>Volunteers reminded regularly to thoroughly use hand sanitiser/wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>Reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Where possible posters displaying handwashing reminder/guidance.</p>	Session Leader	Start of session and as necessary	High	

<p>Contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face.</p>	<p>Individuals observing social distancing guidelines where possible, practice good hand hygiene behaviour's including the avoidance of sharing equipment unless absolutely essential and wear gloves as required.</p>	<p>Medium risk of contamination - Transfer of virus from multiple people touching and moving items. This could then be transferred to other surfaces or to the face.</p>	<p>Med</p>	<p>Ongoing visual monitoring to ensure volunteers are observing social distancing. Wearing of gloves - Volunteers advised to wear gloves when moving/touching items which could be used by a member of the public, or using any tools/equipment to prevent cuts. Number of volunteers should be kept to a minimum.</p>	<p>Session leader</p>	<p>Throughout session</p>	<p>High</p>	
<p>Close proximity of people</p>	<p>Volunteers made aware of the need to follow social distancing guidelines - <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> 2m social distancing</p>	<p>Medium risk of breathing in infected moisture droplets from another person's breath</p>	<p>Med</p>	<p>Visual monitoring by session leader to ensure social distancing is being adhered to by volunteers. Trying to reduce the amount of volunteers in any one area. Where the social distancing guidelines cannot</p>	<p>Session leader</p>	<p>At the start and throughout session</p>	<p>High</p>	

				be followed in full, in relation to a particular activity, volunteer leads should consider whether that activity needs to continue.				
Symptoms of Covid-19	<p>If anyone is unwell with a recognised <a href="#">Covid 19 symptom</a> they are told strictly not to volunteer. Check NHS website for list of symptoms.</p> <p>If symptoms are seen whilst volunteering then the volunteer will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a volunteer has developed Covid-19 and were recently at one of the volunteer activities then the volunteer lead for the activity should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	Medium risk of transmission of Covid-19	Med	See precautions section	Session leader to give guidance stated in this RA	Anytime during session or before	High	
Higher risk for volunteers with underlying health conditions.	<p>Volunteers who have underlying health conditions <b><u>should not volunteer</u></b> during the Covid-19 outbreak. They are recommended to stay at home.</p> <p>Check NHS website for list of high risk conditions.</p> <p>Volunteer leads should be aware of any <a href="#">volunteers at higher risk</a> and ask them to stay at home instead of joining any activities, or send them home if it is not safe for them to volunteer.</p>	Medium risk of catching the virus but high risk of serious illness if it is caught	Med	None	Session leader	Before session or when first learns of higher risk to health of that person	High	

Higher risk for volunteers who are over 70.	Volunteers who are over the age of 70 are not recommended to volunteer during the period of the Covid-19 outbreak due to being within the at-risk groups.	Fractionally higher risk than others to all the aspects in this RA	Med	Controls for this are within the hands of individual volunteers but session leaders should advise anyone over the age of 70 not to volunteer	Session leader and the volunteers themselves	Before or at start of session	Med	
Contamination of shared tools during activities.	<p>Volunteers are asked to keep the sharing of tools to a minimum.</p> <p>Gloves are not shared between volunteers.</p> <p>Volunteers should identify which tools they will require for the length of the activity and collect these at the beginning of the session; they should not share these tools with others.</p> <p>Volunteer leaders should wipe down any tools and equipment after each activity with disinfectant wipes/sprays.</p> <p>Disinfectant wipes/sprays should be on hand to clean any tools throughout the activity.</p>	Medium risk of virus transmission on shared tools during activities.	Med	Ensuring volunteers are aware of this	Session leader	At the beginning of the session	Med	
Incorrect use of Personal Protective Equipment (PPE)	<p>Volunteers should have access to the PPE that protects them which is appropriate for the setting and context.</p> <p>For outdoor volunteer activities, this does not include face masks. If a volunteer chooses to wear a face mask, this should not be in place of following social distancing.</p> <p>Gloves which can be washed after use should be used by volunteers if they are required to touch surfaces which may be used by members of the public or other volunteers.</p>	Medium risk of virus transmission	Med	Ensuring volunteers are aware of this	Session leader	At the beginning of the session	Med	

Virus transmission through administering First Aid	First aiders to be aware of the information from the Resuscitation Council (UK). <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>	Medium risk of virus transmission through administering First Aid	Med	Care if first aid is needed	Person giving first aid	When needed	High	
Aggressive members of the public who are not social distancing.	Volunteers asked to interact with the public in a considered and polite manner. If members of the public remain aggressive or threatening in any way, the volunteer activity should stop and volunteers should leave the site.	Low risk of virus transfer from aggressive members of the public who are not social distancing.	Low	None				
Busy sites	Volunteers should not be in areas of increased activity, or where Parks staff are working. Busy locations should be avoided if possible.	Med risk of virus transmission which is raised slightly due to the difficulties in social distancing in a busy site.	Med	If areas are or become busy then the volunteer lead should either cancel the activity before it begins or cut the activity short if required.  If numbers of people are too much on the site to allow social distancing then any activity should not go ahead, or be stopped when that level is hit. Volunteers should respect the social distancing measures in place to protect themselves and Parks' staff, refraining from	Session Leader	As soon as possible when required	High	

				approaching a member of staff unless essential.				
Collection of green waste/litter bags (risk of handling contaminated surfaces)	Volunteers should only generate waste if they have agreed in advance with the Parks Team that a collection will be possible. Activities which do not result in waste collections being required are to be prioritised, given the additional strain the Parks Service staff are currently under.	Low risk from waste not being collected in a timely manner	Low	If waste is to be collected, volunteers should take extra precautions to seal and leave in the agreed place. Handle waste with care, minimising unnecessary contact. Wear gloves and ensure hands are washed afterwards. Be especially careful not to touch outer surface of gloves when removing them (turn them inside out).				

**Risk Assessment - 3. Safety Plan**

<b>Session Leaders:</b> plus mobile phone contact numbers	<b>Second in charge:</b> Plus mobile phone number
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If a problem arises the Session Leader (.....) will be carrying a fully charged mobile phone to call for emergency services. If there is a problem and the Session Leader is incapacitated then the Second in Charge (.....) who will also be carrying a fully charged mobile phone, will call the emergency services.

No children under the age of 18 years will be allowed to join in the gardening session unless they are accompanied by a responsible adult.

The site will be check and cleared of any waste before gardening begins, any waste found will be disposed of in rubbish bins as appropriate.

The session leader, or second in charge, will give each new volunteer a 'toolbox talk' to introduce the activity and any Health & Safety risks.

Also the supporter / second in charge will continually monitor all volunteers throughout the gardening activity.

**Extra guidance on volunteering during the Covid-19 outbreak, including further mitigating actions:**

- Schedule any activities outside of the busiest site times
- Keeping the activity time as short as possible
- Using back-to-back or side-side working, rather than face-to-face, when necessary
- Everyone must wash their hands thoroughly before and as soon as possible after the activity
- Volunteers carry out a personal inspection for cuts and grazes and makes sure these are cleaned
- Report any hazardous items found on sites to the Council – hazardous waste is not to be touched by any volunteers
- At the end of the activity, check all volunteers have reported back
- Make sure all volunteers are taking regular breaks and rest periods so as to not be out of breath