

## Fordhall Farm Covid-19 Risk Assessment.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

To keep up to date with official advice to workplaces in this fast changing situation we will monitor <https://www.gov.uk/coronavirus> on an ongoing basis.

Reviewed November 2020

Hazards to be managed.	Who might be harmed?	Controls Required	Additional Controls
<p>Spread of Covid-19 Coronavirus</p> <p><b>Spread of virus via bodily fluids</b></p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers and service users</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place. Disposable hand towels provided.</li> <li>All hands should be washed on arrival to site, throughout the day especially before eating/drinking, and before leaving site.</li> <li>Stringent hand washing processes taking place.</li> <li>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands always to be with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>All visitors/staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available and supplementary at all doors/exits.</li> <li>Everyone should be encouraged not to touch their faces throughout the day.</li> </ul>	<p>Employees/service users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Posters for correct handwashing procedures put above all hand wash sinks.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Furloughed/returning employees/volunteers/service users to have specific back to work communications regarding this.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p>

<p><b>Spread of virus via surfaces</b></p>		<p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, specific tools, using appropriate cleaning/sanitising products and methods.</p> <p>Additional cleaning procedures implanted in the yurts including rotation of high frequency touch items/soft furnishings.</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><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></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Work bubbles instigated from October 2020 to help maintain services should people have to isolate.</p> <p>Redesigning processes to ensure social distancing in place. Use of small areas will be restricted by numbers and frequency of use.</p> <p>Conference calls to be used instead of face to face meetings with Board and suppliers as required.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Posters, leaflets and other materials are displayed in relevant areas.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees/volunteers in a fast changing situation.</p> <p>Rigorous checks will be carried out by managers to ensure that the necessary cleaning procedures are being followed.</p> <p><b>Track and Trace systems in place</b> (<i>when hospitality is permitted to open</i>) for all customers dining in/on outdoor tables, overnight guests and any private functions/meetings. Visitors can complete a hard copy or complete online at <a href="http://fordhallfarm.com/trackandtrace">fordhallfarm.com/trackandtrace</a>. Govt. NHS QR codes are available at all site entrances/exits.</p> <p>Staff/volunteers/service users to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to. Regular supervision of vulnerable groups required and suitable ratio's to be applied to enable this. Family members where appropriate, to be contacted to reinforce importance of social distancing whilst onsite.</p> <p>Work, where possible, to be carried out outdoors or under cover but not in enclosed buildings unless absolutely necessary, especially in relation to volunteer, care farm and youth project activities. This also applies to lunch breaks.</p>
<p><b>Spread of virus via proximity</b></p>			
<p><b>Use of areas where social distancing is not possible</b></p>			

	<p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in staff break areas, encourage use of outside space as much as possible.</p> <p>One way system in Arthurs Farm Kitchen with only those service users permitted to enter. Protective screens in place at service area. Rear staff exit now accessible for function users to avoid entering via shop or Arthur's Farm Kitchen.</p> <p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b></p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings only. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Face Masks are available for all staff unless they have their own, and are required to wear in line with Govt guidance in enclosed areas/shop/public areas.</p> <p><b><u>Personal Items</u></b></p> <p>Only essential personal items should be brought on to site. Desks/tools/ will not be shared where possible and in all cases should be sanitised after use. All personal belongings on site to be stored on individual pegs/spaces. Personal possessions should not be shared.</p>	<p>Areas where members of the public can freely access to be clearly marked and separated from areas regularly used by staff/volunteers/service users. E.g. community garden, polytunnel and greenwood shelter, certain toilets, all to be accessible to appropriate service users/staff/volunteers only. Signage will be put up where necessary.</p> <p>Where necessary, physical barriers may be erected to manage public access and social distancing.</p> <p>Staff instructions: To remove gloves safely follow these steps:</p> <ol style="list-style-type: none"> <li>1. Use only surfaces of the gloves that are contaminated on other contaminated surfaces of the glove (such as the outside of the gloves). Never touch the inside of the glove with the outside, contaminated part of the glove.</li> <li>2. Used two gloved fingers to pull the outside cuff of the glove down and outwards of the second glove. Remember, never touch the inside of the glove.</li> <li>3. Pull completely down until the glove is removed and the glove is now inside out.</li> <li>4. Use the clean inside part of the glove to pull on the inside of the second glove.</li> <li>5. Dispose of the contaminated gloves into an infectious materials/hazardous materials bin.</li> </ol> <p>By using these steps in how to safely remove gloves you will further reduce your risk of infections.</p> <p><b>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</b></p>
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<p><b>Emergencie s and First Aid</b></p>		<p>All staff/service users/volunteers to bring their own packed lunch to site and water bottles.</p> <p><b><u>Administering First Aid</u></b></p> <p>Most first aid is very simple and the steps to take in an emergency can be described or explained to an injured or ill person so they can help themselves.</p> <p>If someone is so badly injured they cannot help themselves, those trained in first aid should administer first aid where it is needed and appropriate to do so. When checking if a person is breathing do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. Look for a rise and fall of their chest or stomach and normal breathing. If you are unsure, assume they are not breathing. Continue with first aid key actions. Mouth to mouth is not recommended, chest compressions alone are recommended by the British Red Cross.</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough, loses sense of taste or smell, or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Advised to call 119 to arrange a test.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<b>including where a member of staff has visited other work place premises such as domestic premises</b>), the management team of the workplace will contact the Public Health Authority to discuss the case (call 119), identify people who have been</p>	<p>Gloves, disposable apron and a facemask will be provided in the first aid kit.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support</p> <p>Outreach support to vulnerable volunteers</p> <p>Informal Whatsapp Group for staff to share thought and feelings</p> <p>Furloughed/returning employees to have specific back to work meeting which will touch on their health and wellbeing needs</p> <p>Management and Senior Team to maintain a close eye on this guidance. Any changes as they occur to be communicated to all staff.</p>
<p><b>Looking after our health.</b></p>			

		<p>in contact with them and will take advice on any actions or precautions that should be taken. If the Track and Trace programme has problems, the FCLI might request that staff or volunteers take a test before returning to site.</p> <p><a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p><b><u>Drivers</u></b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference</p> <p><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>If any service users require transport to site: only one individual per taxi, must sit on opposite side to driver. If possible, windows to be left open.</p> <p>Management will be sensitive to the needs of staff/volunteers/service users. Also in relation to their restrictions to attend site for work. Regular check-in's arranged to ensure staff feel supported.</p> <p>Projects working with vulnerable groups to risk assess individuals, including understanding if any family members are shielding, ability for individuals to social distance, consideration of other settings they attend.</p>
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