

Risk Assessment RA13 - COVID-19

This risk assessment is an addendum to the FOLK 'Health & Safety Statements and Risk Assessments' document Issue ~~4~~5 and is applicable to Work Parties during the 2020 COVID-19 outbreak whilst precautions are required and/or recommended by the Government.

| Hazard/Issue | Risk Control Measure |
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| Approval of Work Parties | <ul style="list-style-type: none"> Work parties should only be held with the approval of the FOLK Working Party Coordinator who should consult appropriately with CBC. |
| Risk Assessment | <ul style="list-style-type: none"> This Risk Assessment will apply to all working whilst COVID-19 precautions need to be applied. The Working Party Coordinator and/or the Working Party Leader will consider whether there are any other risks not included here that need to be considered for any specific tasks to be undertaken and, if so, identify any other risk control measures that will be required. The Working Party Leader will advise/remind all volunteers at the start of a work party of the COVID-19 risks and control measures that are applicable. This COVID-19 risk assessment will be kept under review and be modified appropriately as and when Government requirements and recommendations are adjusted. |
| Attendance constraints | <ul style="list-style-type: none"> Persons who are classified as 'clinically extremely vulnerable' (see https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) must not attend work parties<u>review their particular circumstances to decide for themselves whether they are sufficiently fit and healthy to attend work parties. Should they decide to attend then they should notify the Working Party Leader that they are in this category and they must pay particular attention to maintaining appropriate social distancing.</u> Persons who were previously<u>are</u> classified as 'clinically vulnerable' (see https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) should personally review their fitness and health to self decide whether they should attend. (Note: the definition of 'clinically vulnerable' includes (e.g. people aged 70 or older, with or without relevant medical conditions) may, if they so wish, attend work parties. Some people aged 70 or over, particularly if they have no relevant medical conditions, may consider themselves to be sufficiently fit and healthy to attend, but this is a personal decision.) <u>All volunteers attending work parties should follow the Government 'staying alert and safe' guidelines (see https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july).</u> Persons who have any symptoms of COVID-19, even if they are mild, must not attend work parties. Persons who are in a household where someone has COVID-19, or COVID-19 symptoms, must not attend work parties. Persons who think they may have been in contact with someone who has COVID-19 within the last 7 days must not attend work parties. |

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| <p>Numbers attending work parties</p> | <ul style="list-style-type: none"> • To allow control and monitoring of the movement and social distancing of work party attendees, and comply with Government regulations, numbers will be limited to a maximum of 6 people. Numbers attending work parties, as from 1 August 2020, will no longer be restricted and volunteers may turn up without pre-booking • A booking in system will be applied to determine which named individuals can attend each work party. • Volunteers not pre-booked and just turning up will not be allowed to join the work party. • If the nature of the working party tasks are such that it may be more difficult to maintain adequate social distancing then maximum number should be reduced accordingly. |
| <p>Travelling to the work party</p> | <ul style="list-style-type: none"> • Car sharing will not be used. Persons should travel/walk to the meeting point separately. • The meeting point will, <u>as from 1 August 2020, be at the tool store at Shackleton on Daisybank Road instead of revert to</u> the usual Tramway Cottage Car Park. |
| <p>Social distancing</p> | <ul style="list-style-type: none"> • At all times <u>the aim should be to maintain</u> a minimum distance of 2m should be maintained between people • Should any tasks potentially require closer working than 2m then those involved should wear face coverings (to be provided by CBC) during such periods. |
| <p>Working requirements</p> | <ul style="list-style-type: none"> • The recommendation to wear hi-viz vests from a common stock held by FOLK (as stated on page 4 of the 'Health & Safety Statements and Risk Assessments' document) will still be applied but at the end of each work party these will be bagged and taken away by the Working Party Leader to be laundered prior to the next working party. • All people attending must wear gloves provided by themselves throughout the work party. These gloves should be sound and free from tears or holes. • People should bring with them their own supply of hand-sanitiser and use it appropriately. • People should bring their own drinks and snacks as they require and not share them with others. |
| <p>Materials and tools handling</p> | <ul style="list-style-type: none"> • Only the Working Party Leader will enter the enclosed space of the tool store. He/she will place all the materials and tools needed outside the tool store. • Each person will remove the materials and tools they require in turn from outside the store. • The materials and tools selected by an individual should, preferably, only be handled and used by that individual. The sharing of materials and tools should be minimised. In line with the statement above, gloves should be worn at all such times. • At the end of the work party, people should individually return the materials and tools they use to the outside of the tool store. The Working Party Leader will then return them into the tool store. • Materials and tools should not be re-used for a period of at least 3 days after use so as to allow any possible viral contamination to die off. This will be achieved by not holding work parties, or accessing the tool store, more frequently. |

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| Work party monitoring | <ul style="list-style-type: none"> • The Working Party Leader will monitor the working practices throughout the duration of the work party to check that the risk control measures are being applied correctly and advise people as necessary • The Working Party Leader will also monitor for any passing members of the public, or other persons in the locality, with the aim of maintaining or advising on social distancing between them and working party members • All people attending work parties should remain vigilant and assist the Working Party Leader in maintaining the risk control measures |
| Post work party | <ul style="list-style-type: none"> • It is recommended that all people attending a work party should fully launder their work wear upon their return home • Should any person attending a work party develop any potential COVID-19 symptoms within 7 days of attending a work party they should advise the Working Party Coordinator as soon as possible and he/she will contact and inform all other attendees at that work party |

It should be noted that all parts of the existing FOLK 'Health & Safety Statements and Risk Assessments' document Issue [45](#) continue to apply, e.g. those related to general working and the use of fires.