



Assessment date: 14.06.20

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Version: 1.1

Covid19 Risk Assessment

The transmission of Covid 19 is thought to occur through respiratory droplets generated by coughing and sneezing and through contact with contaminated surfaces. This risk assessment recommends measures to be implemented at the farm, to prevent

- a) Direct transmission (close contact transmitted through sneezing, coughing etc)
- b) indirect transmission (touching contaminated surfaces)

PLEASE NOTE Until further notice, the farm building is closed to the public and volunteers. The following measures are for all outdoor activities:-

ACTIVITY	What are the hazards or potential injury	Who might be harmed?	Controls required	Additional Controls to reduce risk	Action by who?
General access to farmsite	Increased risk of infection from Covid-19 from members of the public with lockdown eased.	Trustees Staff Volunteers Visitors Contractors Delivery personnel Students Children	<p><u>Hand Washing (Two handwashing stations and external toilet sink)</u></p> <ol style="list-style-type: none"> 1. Wash down both handwashing stations and external toilet sink with hot water and soap and blue paper towel, followed by antibacterial spray every morning and evening. 2. Clearly mark the two taps to be used (tap 1 and tap 4) at each handwashing station. 3. Handwashing soap and hand towel supplies to be checked by staff once a week 4. Ensure bottle of Selgiene Extreme Spray is available at both handwashing stations and external toilet sink.. 5. Use pedal wheelie bins only for hands-free dispensing of hand towel. 6. Remind all staff and volunteers to regularly wash their hands for 20 seconds with soap and water. 	<p><u>Hand washing</u></p> <ol style="list-style-type: none"> 1. Staff to monitor skin on their hands and keep them moisturised 2. Public health advice about Covid 19 to be reviewed regularly. 3. Application to CIL for funding to re-instate electricity in the top gardens. If successful two new portable handwashing facilities with running hot water, will be placed in the community gardens and the allotments. Visitors can then wash their hands mid farm tour. Plus helps to secure prevention of contact transmission in both gardens. <p>SIGNAGE - all signage listed at the bottom of table If a visitor or volunteer visits the farm</p>	

			<ol style="list-style-type: none"> 7. Display clear instructions on how to wash hands thoroughly. 8. Display clear instructions to avoid touching face, eyes, nose or mouth with hands 9. Half way up farm by gardens provide a hand sanitiser machine walk, build in a counter for cennng 	already kitted out with gloves, they must wash their hands with their gloves on	
As above			<p>General Cleaning</p> <ol style="list-style-type: none"> 1. Frequent cleaning and disinfecting of objects regularly touched using selgiene extreme spray. 2. Frequent cleaning and disinfecting multiple touchpoint areas with selgiene extreme spray; toilets, handwashing stations, entrance gate should be cleaned before the first visitor arrives, last thing at night and in between hourly visits. 3. Multiple touchpoints include toilet seat, taps, toilet flush handle, door handles, light switches, entrance gate handle 4. Cleaner to deep clean both handwashing stations and external toilet once a week. <ul style="list-style-type: none"> ● Staff to empty new wheelie pedal bins into big wheelie bin for removal. All bins to be washed out after weekly collection. ● Cleaning goods checked and order placed every month. 	<p>General Cleaning</p> <ul style="list-style-type: none"> ● The farm uses Selgiene Extreme spray. Obtain the test report for this disinfectant cleaner to show that it has been tested effective against Coronavirus. 	
The 2 metre distance rule.			<p>Maintain 2 metre distance</p> <ol style="list-style-type: none"> 1) Spray markers from the entrance door back every 2 metres so people are given guidelines on where to stand. 2) 2 metre floor marking at hand washing 	In certain situations the 2m rule cannot be	

<p>Organisaations can prevent staff absence by facilitating social distancing</p>			<p>station</p> <p>3) Fun circles to stand in viewing animal enclosures</p> <p>4) Not able to currently offer one way traffic but some fun ideas have been discussed to revisit at a later date.</p> <p>5) switching to visitor appointment only so keeping a correct distance is more manageable</p> <p>1. Communicate the importance of social distancing to staff and volunteers.</p> <p>2. Her aware of circumstances where staff may become relaxed around social distancing -eg during tea breaks or staff meetings. Work stations should be more than 2m apart.</p> <p>3. Consider plans to support staff to work from home where practical</p> <p>4. Consider how to manage if a large number of staff are required to self isolate.</p>	<p>used; to decrease likelihood of droplets transmitting from one person to another stand back to back.</p>	
<p>First Aid</p>			<p>Wear Personal protective equipment (PPE) if easily available - gloves, fluid resistant surgical mask and a plastic apron are recommended. If the responder has access to personal protective equipment (PPE) (e.g. Fluid Resistant Surgical Mask (FRSM), disposable gloves and eye protection), these should be donned before approaching within 2 metres of the patient.</p> <p>Wearing PPE creates a barrier between you and the casualty. Even if you wear gloves and other</p>		

			<p>PPE it is still important to wash your hands after helping someone. If PPE are not easily available, then treat the casualty as normal but be sure to wash your hands at the earliest opportunity- every second counts and delaying help to get gloves can have a detrimental effect on the outcome for your casualty. Wash your hands after any contact with someone.</p>		
<p>Feeling unwell Test & Trace</p> <p>Please see NHS slides attached at the end of this document.</p>			<p>Symptoms of Covid 19</p> <ol style="list-style-type: none"> 1. If anyone becomes unwell and shows any of the following symptoms: continuous coughing; high temperature; change to their sense of taste or smell, they should a) inform the director b)book testing with NHS Test and Trace asap c) Stay home until isolation period (currently 7 days) has passed. 2. Tests for general public can be booked online at www.nhs.uk/ask-for-a-coronavirus-test (or by calling 119) the test work best if done within 3 days of your symptoms starting. (Results should be returned within 72 hours) 3. <u>If the test is positive</u> - The individual should log onto the NHS Test and Trace system to identify their close contacts in the 48 hours before becoming unwell. 4. <u>If the test is negative</u> - no action needs to be taken by others and the unwell member of staff can return to work when they feel well enough. 	<p><u>Symptoms of Covid 19</u></p> <ol style="list-style-type: none"> 1. line manager will stay in contact with the staff member or volunteer during this time, especially if the person is known to live alone 2. Staff aware not to report directly to the doctors or hospitals if feeling unwell. 	
<p>What to do if you are an organisation and</p>			<ol style="list-style-type: none"> 1. Setting is informed that an individual has symptoms. Setting advises affected individual to isolate for 7 days and get tested. 		

someone has coronavirus			<ol style="list-style-type: none">2. Close contacts from the setting DO NOT need to take action until test result is available.3. If the individual tests positive for Covid 19 only report if there are 2 or more confirmed cases in staff or service users.4. If any staff or service user is concerned What to advise staff who think they may be a close contact of a person with symptoms5. Staff who believe that they may be close contacts of a person with symptoms do not need to self-isolate unless they are told to do so by the NHS Test and Trace system following a positive test result.6. <ul style="list-style-type: none">• If there are concerns that the unwell person has not been tested and/or has not given information on their close contacts to NHS Test and Trace, staff members should contact their managers. Managers should contact CIPHAdmin@islington.gov.uk for advice.7. <ul style="list-style-type: none">• Any staff member who believes themselves to have been exposed to possible COVID-19 but is waiting to hear whether the test result is positive can be advised to:8. - avoid individuals who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions, such as respiratory issues9. - take extra care in practicing social distancing and good hygiene and in watching out for symptoms.10. - be aware that they may receive a notification from the NHS test and trace service advising they need to self-isolate.		
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<p>WHAT IS A CLOSE CONTACT?</p>			<p>11. Managers need to be aware if any staff or server user might struggle if they are asked to self isolate, and follow up on these concerns.</p> <p>What is a 'close contact'?</p> <p>A 'close contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) while they are infectious. People are considered infectious from 48 hours before symptom onset until 7 days after symptom onset.</p> <p>INFECTIOUS PERIOD</p> <p>Close contact includes:</p> <ul style="list-style-type: none"> • Household contacts: overnight contacts/ people who spend significant time in the same household as a person who has tested positive • Face-to-face contact (within 1 metre) with someone who has tested positive, including: being coughed on, having a face-to-face conversation, or having skin-to-skin physical contact, or any contact within 1 metre for 1 minute or longer without face-to-face contact (unless a person was protected by PPE) • a person who has been between 1 and 2 metres for more than 15 minutes from someone who has tested positive (unless a person was protected by PPE) • a person who has travelled in a small vehicle or on a plane near someone who has tested positive 		
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<p>PROGRAMMES</p> <p>General public visit.</p>		<p>General public staff volunteers</p>	<p>Timed Visits</p> <ol style="list-style-type: none"> 1. Main door kept locked. All visitors e-mailed a list of instructions before the date they are booked in to visit. 2. All visitors must wash their hands on entry 3. On arrival, a member of staff (or trained volunteer) will meet the visitors and give them a short induction. 4. Bell to be fitted on front gate 5. We are working with Camden Council to ensure priority is given to local families who need us the most. 6. Currently we are accepting up to six people every one visit. Increasing to two per hour by mid July and possibly 4 per hour by the end of July. 7. As visitors increase a traffic light system to be introduced on pathways <p>Booking procedure</p> <ul style="list-style-type: none"> ● Bookings currently available from 11 am to 3pm Monday to Friday and 12noon to 3pm on Saturday and Sunday. Slots last approximately 40 minutes, with 20 minutes clear up time for staff. To book, call the farmline on 020 7916 5421 on Wednesdays & Thursday's or email simone@kcityfarm.org.uk at least 24 hours prior to visit. ● Bookings should be transferred to an online system by the end of June. ● Timed visits will be externally advertised 	<p><u>Short induction should include;</u></p> <ol style="list-style-type: none"> 1) Ask if visitors took temperatures in the morning. Anything over 37.2 should not be allowed entry. If they did not take their temperature, offer the use of the thermometer. This is not compulsory. 2) Show where to wash their hands. As they wash their hands encourage them to handwash to a count of 20 and follow handwashing instructions 3) Suggest they wash their hands again at portable handwashing station by the allotments (once installed) and before leaving. 4) Show toilet area. Explain to visitors to spray anywhere in the toilet that they have had contact with. Point out that the soap dispenser has to be wiped down 5) No touching or feeding animals 6) Keep hands away from face 7) Do not touch fencing 8) Do not enter the building 9) Once visitors increase, explain how the traffic light system on pathways operates. 10) Show them the donation box and encourage them to donate at the end of their visit. Generic wording for this to be circulated. 	

			and promoted on the website from June 24th. A link to the Timed Visits risk assessment will also be available on the website. Bookings can only be booked on Wednesday & Thursday's until the booking site is launched online.	Donation signs put up around the farm.	
Adults with additional needs			<u>Arrival</u> <ol style="list-style-type: none"> 1. Currently up to 4 beneficiaries per day finishing at lunchtime. 9:30am to 1pm, Monday to Friday 2. Staff to meet volunteers at the gate 3. Drop - off bags, lunch etc, change shoes in Under 5's using front entrance. 4. Only one volunteer allowed in classroom except at lunchtimes when chairs are placed at table 2m distance 5. Wash hands at outdoor hand washing station. Short induction (See short induction above) 6. Each volunteer allocated their own set of tools & wheelbarrow. These are colour coded. 7. At the end of the session all handles of tools must be sprayed and wiped by volunteer, and if being used again in the afternoon, must be given a second clean by a member of staff as well. Include wheelbarrow handles, any bucket handles or scrubbing brushes 8. Encourage volunteers to wash their hands by calling a handwashing break every 40 minutes. 	<ol style="list-style-type: none"> 1. All volunteers listed below will be sent a letter outlining the back to work preparations and changes to sessions 2. Volunteers asked not to bring coats and bags to sessions where possible to avoid cross contamination. 	
Young Farmers			Weekends on SATURDAYS and SUNDAYS from 9:30am to midday <ol style="list-style-type: none"> 1. up to six young farmers per sat/sun 	<ol style="list-style-type: none"> 1. Signage to remind staff and volunteers about social distancing 2. Staff to structure volunteer 	

			<p>session.</p> <ol style="list-style-type: none"> 2. Staff to meet volunteers at the gate 3. Drop - off bags, lunch etc, change shoes in Under 5's using front entrance. 4. Only one volunteer allowed in classroom except at lunchtimes when chairs are placed at table 2m distance 5. Wash hands at outdoor hand washing station. Short induction (See short induction above) 6. Each volunteer allocated their own set of tools & wheelbarrow. These are colour coded. 7. At the end of the session all handles of tools must be sprayed and wiped by volunteer, and if being used again in the afternoon, must be given a second clean by a member of staff as well. Include wheelbarrow handles, any bucket handles or scrubbing brushes 8. Encourage volunteers to wash their hands by calling a handwashing break every 40 minutes. 9. Volunteers asked not to bring coats and bags to sessions where possible to avoid cross contamination 	<p>activities to provide young farmers with maximum social distancing</p> <ol style="list-style-type: none"> 3. All volunteers will be sent a letter outlining the back to work preparations and changes to sessions 	
PPE			<p>PPE</p> <ol style="list-style-type: none"> 1. Masks are not required unless Public Health England states that they are necessary. Current guidance is clear; they are for enclosed public spaces where you come into contact with people you don't normally meet such as on a crowded bus. 2. Masks that are worn to the site should not be left on any surfaces, if removed they should be put inside a plastic bag 	<p><u>PPE - Recommendation to staff.</u></p> <ol style="list-style-type: none"> 1. Clothing can hold contamination from the virus for approximately 3 hours, overalls or change of clothing, would reduce contamination of tools or equipment or to prevent the staff or volunteer returning home with contamination on their clothing. <p>?</p>	

			and kept with the person's possessions to avoid cross contamination.	
<p>Signage</p> <ul style="list-style-type: none"> 1) Please spray after you have used these taps and bins 2) Signage about 'Catch it, Bin it, Kill it' to be placed around all sites 3) Wash your hands NHS. A3 x 4 = External toilet, Handwashing station 1 & 2. Spare. 4) stand 2 metres apart Display hand washing information posters https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response Display business information sign on all entrance doors advising third parties the business is complying with Government Guidance and not to enter premises if have symptoms – see example at https://www.runwoodhomes.co.uk/coronavirus-frequently-asked-questions 				<ul style="list-style-type: none"> Signage for all businesses available from 1) www.gov.uk 2) RDA