

Friends of Caulms Wood

Procedure for Safe Working Due to the National Outbreak of Covid-19 in the UK

1. Introduction

- 1.1. Covid-19 is a potentially fatal virus that can easily be transmitted by airborne droplets (close contact with infected people) or via contaminated surfaces (door handles, work surfaces, tools and crockery etc).
- 1.2. Currently, advice is to stay at home as much as possible but people are being encouraged to use outdoor green space for exercise and mental wellbeing (either alone, with their household or up to 6 other people outside of their home as long as they stay at least 2 m apart).
- 1.3. As part of this, we see that volunteering to look after certain elements of green space is possible.
- 1.4. This Safe Operating Procedure will list, with reasons, the extra measures that have been undertaken to ensure that the risk of Covid-19 infection is lowered to its lowest possible level.

2. Responsibility

- 2.1. The Friends of Caulms Wood and Kirklees Council are responsible for the implementation and monitoring of this procedure to ensure that safe systems of volunteering and safe places of volunteering are always operated.

3. Purpose

- 3.1. To remove as far as is reasonably practical, the risk of contracting Covid -19 to volunteers working at Caulms Wood Park, Dewsbury.

4. Issuing Information

The key information in this document, and the accompanying risk assessment, should be brought to the attention of all volunteers working at Caulms Wood Park, Dewsbury.

5. Overview

- 5.1. Covid-19 can easily be passed on from person to person via airborne methods (eg coughing, sneezing) and physical methods (eg handshaking or bodily contact). The virus has the ability to contaminate hard surfaces (eg door handles, work surfaces, tool handles, toilet seats and crockery). To reduce the risk of infection the UK Government has taken advice from Public Health England (PHE) and the World Health Organisation (WHO) on measures that can substantially reduce the risk of infection in people.
- 5.2. This guidance is based on high levels of personal hygiene and cleanliness. To include regular handwashing with soap and water, or in the absence of this, regular use of hand sanitiser.
- 5.3. It is also recommended that gloves be worn to reduce direct skin contact with potentially infected surfaces (eg tool handles) and that personal contact from hand to face be avoided whenever possible.
- 5.4. The guidance also identifies that a physical distancing distance of at least 2m be observed from non-household contacts, whenever possible, to reduce the risk of airborne infection.

Friends of Caulms Wood

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6. People with underlying/complicating factors

- 6.1. There are groups of people who have underlying conditions/complicating factors that make them more vulnerable to infection and the effects of infection. These include (but this is not an exhaustive list):
- a. Diabetes
 - b. COPD
 - c. Aged 70+ regardless of medical conditions
 - d. People under 70 who require a flu-jab on medical grounds
 - e. Pregnancy
 - f. Mild to moderate respiratory disease

7. Areas of Concern

- 7.1. Friends of Caulms Wood have identified the main working areas of concern where there is an increased risk of volunteers contracting Covid-19 include:
- a. Working in close proximity to one another within confined areas

In order to reduce the risk of infection the following control measures have implemented at the areas of concern.

8. Outdoor Classroom Space

- 8.1. The following measures have been implemented at Caulms Wood Park in the Outdoor Classroom Space
- a. Individuals must bring their own hand sanitiser and wash hands before and after working the park
 - b. PHE and WHO guidance on face masks says that they should be used in places where physical distancing is not possible. Volunteers who wish to wear masks should provide their own and use as the packaging/guidance advises.
 - c. 2 metre physical distancing is maintained at all time between non-household contacts.
 - d. Access to the outdoor classroom site to be limited to fewest people needed to work successfully etc e.g. a maximum of 6 people working the central circle, 6 people working on the pathway surrounding the classroom site and a one-way system of entry and exit of the centre to avoid face-to-face interaction
 - e. Additional emphasis to be given to cleaning of tool handles and not sharing tools where possible.

9. Volunteers working on site

The following list of measures have been introduced at Caulms Wood Park to ensure the reduction in the risk of possible infection from Covid-19 whilst undertaking volunteer gardening and conservation.

- 9.1. Volunteers should work independently or in family/household groups to enable physical distancing.

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- 9.2. Non-household volunteers to work at least 2m apart from each other
- 9.3. Work gloves should be brought from home.
- 9.4. Volunteers who wish to wear masks should provide their own and use as the packaging/
guidance advises.
- 9.5. Where possible tools should be brought from home. Where this is not possible the
Friends of Caulms Wood or Kirklees Council is responsible for ensuring that tool handles
are cleaned at the end of sessions.
- 9.6. Shared lifting of objects should be avoided wherever possible and limited to household
group members.
- 9.7. Any approach from the general public should be kept at the physical distancing guidance of
2m.

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