# Community Impact Bucks’ COVID-19 example risk assessment: outdoor activity

## Company name: *insert name of organisation* Assessment carried out by: *insert name*

## Date of next review: *insert date* Date assessment was carried out: *insert date*

Note: This risk assessment is for COVID-19 related risks only and should be read in conjunction with the standard service risk assessment for this service and any appropriate individual staff risk assessments.

| What are the hazards? | Who might be harmed and how? | | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | | When is the action needed by? | | Done |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Social Distancing** | Clients, staff, volunteers  Potential exposure to COVID-19 virus | | In line with Government Guidance service has been suspended since March.  1 June 2020 will see cautious resumption of service | 1a. Group volunteering restricted to 1 volunteer  1b. Briefing of team leader and volunteer before resumption of service.  1c. Provide appropriate PPE for the role.  1d. Provide adequate stock of PPE appropriate for the role | | Manager | | xx |  |
|  |  | |  | 1e. Team Leader is asked on the morning of each working day if they are well and free from the most common symptoms of coronavirus. | | Manager | | Ongoing |  |
|  |  | |  | 2a. Clients informed of social distancing requirements in advance of visit. | | Administrator | |  |  |
|  |  |  | | 3a. Volunteer is asked if they are well and free from the most common symptoms of coronavirus before they are collected in the morning,  3b. Social distancing (2 metres) in van, storage unit and whilst working.  3c. Visit to be aborted if client doesn’t adhere to social distancing | | Team Leader | | Ongoing |  |
|  |  |  | | Correct procedure for accessing the building  4a. Where possible avoid entering the buildings unless for toilet / wash facilities / access office space.  4b. knock on the front door and announce yourself. You will then be told when you can enter.    4c. Wash your hands for at least 20 seconds with soap and water:  i. when you have entered the building,  ii. before leaving the building. | | Team Leader and Volunteer | | Ongoing |  |
|  |  |  | | 5a. Social distancing (2 metres) when refuelling at a Petrol station  5b. Clean hands after using petrol pump | | Team Leader | | Ongoing |  |
| **Lack of toilet and handwashing facilities** | Staff, volunteers | Not required prior to COVID-19 | | 1a. Issue of antiseptic hand sanitiser and wipes to staff and volunteers  1b. Issue of liquid soap and paper hand towels to team leader for her/his use and the volunteer’s use. | | Manager | | xx |  |
| **Access to appropriate toilet facilities** | Staff, volunteers | Not required prior to COVID-19 | | 1a. Schedule visits so that suitable toilet facilities can be located nearby if needed between gardening visits e.g. Tesco, Morrisons etc.  1b. Do not enter the house to use a client’s toilet / bathroom. | | Administrator | | Ongoing |  |
| 2a Retain enough hand sanitiser on your person or in the vehicle to enable hand cleaning after using toilet facilities | | Team Leader and Volunteers | | Ongoing |  |
| **Unable to remove bulk garden waste** | Clients | Not required prior to COVID-19.  Currently only Aston Clinton dump open | | 1a. Bag up all waste  1b. Leave in back corner of garden, away from paths and garden thoroughfares  1c. Where possible return to remove and dispose once more local recycling centres return to normal service. | | Team Leader | | Ongoing |  |
| **Cross contamination of gardening van** | Staff and volunteers | Not required prior to COVID-19 | | Van to be sanitised using antiseptic wipes. Particular attention to be paid to areas that are touched regularly e.g. door handles, seats, steering wheel, gearstick, control switches etc.  1a. Tuesday morning, whilst carrying out vehicle checks.  1b. Tuesday afternoon, after van tools and equipment have been unloaded. | | Team Leader | | Ongoing |  |
|  |  |  | | Social distancing must be observed when travelling in the van:  2a. Volunteer sits in the back of the van – behind the 2 metre line marked in tape  2b. Keep the van well- ventilated by opening a window. | | Team Leader | | Ongoing |  |
|  |  |  | | 3a. Retain enough hand sanitiser / wipes within vehicles to enable hand cleaning after each gardening visit  3b. Remove waste and  belongings from the vehicle at the end of a shift. | | Team Leader | | Ongoing |  |
| **Cross contamination of gardening tools and equipment** | Staff and volunteers | Not required prior to COVID-19 | | Gardening tools used to be sanitised using antiseptic wipes.  1a. Tuesday morning before putting tools into the van.  1b. Tuesday afternoon, after van tools and equipment have been unloaded and put into the storage container.  1c. Where possible, Team Leader and volunteer to use separate equipment / tools.  1d. When not possible, tools should be wiped down with a disinfectant wipe before being used. | | Team Leader and volunteer | | Ongoing |  |
| **Cross contamination of office area** | Staff and volunteers | Not required prior to COVID-19 | | 1. Clean and disinfect regularly touched objects and surfaces using disinfectant wipes.  2. After using or touching any objects in the office area hands are cleaned thoroughly. | | Team Leader | | Ongoing |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

|  |
| --- |
| Published by the Health and Safety Executive 10/19 |