

RISK ASSESSMENT SHEET
LARKRISE COMMUNITY FARM

SECTION 1 – ACTIVITY

Task to be Assessed:	COVID-19
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Work Area:	Office	Classroom	Farm Building	Outside Barn	Outside Area	Other
	✓	✓	✓	✓	✓	

Are there any hazardous materials used?

YES: NO: ✓

If you answered YES to this question, then also read the COSHH risk assessment. If you answered NO to this question, then complete Section 2

SECTION 2 – TYPE OF HAZARD

Indicate by ticking the appropriate heading if a significant hazard exists:

Crushed		Kick		Moving Farm Equipment	
Cuts		Noise		Fall/Trip	
Bites	✓	Spit		Drowning	
Electricity		Falling Objects	✓	Dust	
Lifting		Entrapment		Fire	
Other (State)	Exposures from others due to: 1. Living with someone with a confirmed case. 2. Have come into contact (within 2 metres for more than 15 minutes or more) with a confirmed case of COVID-19. 3. Being advised by public health agency that contact with a diagnosed case occurred. 4. Foreign travel. 5. Poor hygiene. 6. Poor Social Distancing.				

Indicate by ticking the people at risk:

Members of Staff	✓	Support Worker	✓	Student	✓
Volunteers		Farm Club		Public	

Consider the probability of the harm occurring to the group identified in the above table. Generally, the probability will be greater for the least experienced and will increase as the number of people involved becomes greater.

Using the following scale: 1 = Harm extremely unlikely.
2 = Harm likely.
3 = Harm almost certain.

Give a value to each item you have marked with a tick.

Enter the highest single score here for the PROBABILITY of the event:	3
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SECTION 3 – SEVERITY OF RISK

Using the following Scale: 1 = Minor Injury.
 2 = Slight Injury.
 3 = Major Injury.

GIVE A VALUE TO THE SEVERITY OF THE EVENT:	2
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SECTION 4 – ASSESSMENT OF RISK

Mark by a tick the end value for Section 2 Part 2 and Section 3 in the relevant box for probability and severity of risk:

PROBABILITY SECTION 2	SEVERITY SECTION 3		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Read across the table to identify the Risk Assessment Value

RISK ASSESSMENT VALUE	6
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Values 1 = Harm Unlikely.
 2 = Control Measures Required.
 3-6 = Urgent Control Measures Required.
 9 = Prohibit Activity

SECTION 5 – CONTROL MEASURES

Write in the control measures required to be applied to contain this risk:

If a member of staff or student develops symptoms during the working day the following actions are to be taken:

The person displaying symptoms

- Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases)
- Supervision in full PPE
- Parent is contacted and student taken home – parent to transport.
- Person isolates for 10 days

Staff and students from symptomatic persons bubble

- Stay in current work area maintaining social distancing
- Arrangements made for students and then staff to go home
- Work area fully cleaned and closed if possible, for 72 hours
- Staff and students self-isolate for 14 days.

Footfall:

- Only adult/College students are to attend the farm at present and only those that fall within the categories laid down in the government guidelines.
- A minimum number of staff are to attend the farm at one time on a rota basis as identified by the management team to ensure activities are run safely and effectively.
- Arrival and departure from the farm of Staff and students is to be staggered to reduce crowding at the main entry and exit points to the farm.
- Students are to be greeted in the car park and brought through by a member of staff via the hay barn gates (pre-opened) and straight into the yard to reduce footfall to the main entrance.

Social Distancing:

- Only work in small groups called bubbles and always try to keep 2 metres apart in your bubble and 2 metres away from each bubble.
- Avoid shaking hands and hugging.
- Work outside when possible.
- Stagger breaks so minimizes the number of staff and students in the classroom or common areas at one time.
- Rearrange tables so that social distancing is achieved, 2 persons to a bench.
- Only two people at a time in an office, see safe working for offices.
- Only one person in the staff room, see safe working for staff rooms.
- Only one person in the Kitchen, see safe working for the kitchen.
- Floor markings on the floor to show 2 metre distancing.
- PPE available when social distancing cannot be maintained.

Hygiene/Infection Control:

- Washing stations will be increased for hand washing, each will include soap, sanitiser and disposable towels.
- Paper towels provided rather than communal hand towels.
- Staff and students are to wash their hands on arrival at the farm and frequently throughout the day for a period of 20 seconds each time.
- There may be a requirement for some of our students to be seen to wash their hands.
- Do not allow students to touch any part of their face with their hands before hands are washed.
- Toilets are to be wiped down before and after use.
- All are encouraged to catch coughs and sneezes with disposable tissues then throw used tissues away and then wash hands. If you don't have a tissue then use your sleeve.
- Touch surfaces (doors and door handles, tabletop, taps, fridge, laptops computer keyboards, toilet flush etc) are to be cleaned twice in the morning and then again in the afternoon.
- Doors where possible are to be wedged open to avoid touching doors and door handles.
- Nitrile Gloves are always to be worn by all if the task permits.
- Own cup/mugs are to be used and individuals are to make their own tea/coffee.
- Only disposable towel is to be used in the kitchen.
- Foodstuffs stored carefully to prevent contamination and infestation.
- Individuals are to prepare their own foods.
- The contracted cleaner will clean all touch surfaces at the end of each working day.

PPE:

- Protective clothing is to be worn:
 - Gloves.
 - Boots.
 - Coveralls.
 - Face mask are to be worn if social distancing cannot be achieved.
 - Face shields are to be worn by staff if social distancing cannot be achieved.
 - When dealing with an individual who requires first aid attention.
 - Face coverings are to be worn by all those on site in communal areas unless exempt.

Body Temperature:

Each day the body temperature of all individuals who attend the farm is to be taken by using a non-contact forehead thermometer. If a reading of 38 centigrade and above is recorded then that individual is to be isolated and the temperature retaken after 10 minutes if the reading is still 38 centigrade then the following procedure is to be followed:

- Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases)
- Supervision in full PPE
- Parent is contacted and student taken home – parent to transport.
- Get a test to check if you have coronavirus as soon as possible
- Stay at home and do not have visitors until you get your test result – only leave your

home to have the test.

- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your results.

Tools:

- Only tools suitable for the task are to be used.
- The students are to be trained in the use of the tools required for the task.
- All tools are to be serviceable.
- All tool handles are to be wiped down with sanitiser before and after use.
- Where possible tools are to be allocated to each individual.

Foreign travel:

- Do not travel unless imperative.
- Where an individual has recently visited high risk countries (see government guidelines), they should self/home isolate themselves for 14 days.

Main Symptoms and advice of COVID-19:

Stay at home if you have either:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

If you have any of the main symptoms of coronavirus:

- Do not attend the farm.
- Get a test to check if you have coronavirus as soon as possible
- Stay at home and do not have visitors until you get your test result – only leave your home to have the test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your results.

All advice was taken from the NHS 111 online service at the time of this risk assessment.

Track and Trace:

To assist the test and trace service the following details are to be taken and kept for 21 days:

- Name.
- Date of Birth.
- Contact phone number.

Further Recommendations:

The following documents should also be read in conjunction with this risk assessment.

- NHS coronavirus overview: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

- Working safely during COVID-19: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>
- Testing and tracking: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- Guidance for face coverings: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Assessment undertaken by:

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Signature: _____

Date: 11 August 2020