

## Larkrise Farm

### Working Safely during COVID-19 – Updated 13/8/21

Objective	Considerations	Decisions and Control Measures
<p><b>Priority actions to take— what businesses need to do to protect staff and customers:</b></p>	<p><b>Complete a COVID-19 risk assessment</b> including consideration of the reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. <a href="#">Find out how to do a risk assessment.</a></p> <p><b>Clean more often.</b> Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff, customers, visitors or contractors to use hand sanitiser and wash their hands frequently.</p> <p><b>Remind your visitors and staff to wear face coverings</b> in any indoor space or where required to do so by law, for instance using signage. This is an important reminder to help mitigate transmission. That is especially important if your visitors and staff are likely to be around people they do not normally meet. Some exemptions apply. <a href="#">Check when to wear one, exemptions, and how to make your own.</a></p> <p><b>Make sure everyone is social distancing.</b> Make it easy for everyone to do so by putting up signs or introducing a one-way system that your staff and visitors can follow.</p> <p><b>Provide adequate ventilation.</b> This means supplying fresh air to enclosed spaces where people are</p>	<p><b>All areas/actions are covered in detail in this guidance</b></p> <p><b>The farm will continue with the control measures already in place from step 3 which will be regularly reviewed</b></p>

	<p>present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. Read the <a href="#">HSE advice on air conditioning and ventilation</a>.</p> <p><b>Take part in NHS Test and Trace</b> by keeping a record of all staff and contractors for 21 days. Check <a href="#">‘Maintaining records of staff, customers and visitors to support NHS Test and Trace’</a> for details.</p> <p><b>Turn people with coronavirus symptoms away.</b> If a staff member (or someone in their household) or a visitor has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating. Employers must not require someone who is being required to self-isolate to come to work. Any employer asking a worker to break self-isolation to work is committing an offence.</p> <p><b>Five more things to be aware of if your business provides construction and other outdoor work:</b></p> <p><b>Reduce crowding.</b> Consider how many people can be in each space while remaining socially distanced and how to prevent crowding in busy areas. Consider separating the site into smaller zones to keep groups separate.</p> <p><b>Work with the same team every day.</b> Use fixed teams or shift patterns to reduce the number of people each person comes into contact with.</p>	
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	<p><b>Arrange workspaces to keep staff apart.</b> Consider using barriers to separate staff, introduce back-to-back or side-to-side working, and spread out workstations.</p> <p><b>Clean shared equipment.</b> Clean shared tools and machinery frequently and limit the number of people who use them.</p> <p><b>Communicate and train.</b> Make sure all workers, contractors and visitors are kept up to date with how safety measures are being used and updated.</p>	
<p><b>Section 1: Thinking about risk</b></p> <p><b>1.1 Overview</b></p>	<p>As an employer, <b>you must by law</b> protect workers and others from risk to their health and safety. This includes risk from COVID-19.</p> <p>COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes:</p> <ul style="list-style-type: none"> <li>• completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace</li> <li>• identifying control measures to manage that risk</li> </ul> <p><b>Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.</b></p> <p>Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has</p>	<p>This document will be the basis of the farm’s Covid-19 risk assessment, it will be shared with all members of staff, stakeholders and made available on the farm’s website.</p> <p>Procedure and training will be put in place through the risk assessment to ensure that a high level of hygiene and social distancing is maintained throughout the farm site by all.</p>

	<p><a href="https://www.hse.gov.uk/simple-health-safety/risk/index.htm">https://www.hse.gov.uk/simple-health-safety/risk/index.htm</a></p> <p>You should also consider the security implications of any decisions and control measures you intend to put in place. Any revisions could present new or altered security risks that may need to mitigation.</p> <p><b>Consult your workers</b></p> <p>As an employer, you have a legal duty to consult workers on health and safety matters. You can do this by listening and talking to them about the work they do and how you will manage the risks from COVID-19.</p> <p>You may do this by consulting with any recognised trade union health and safety representatives.</p> <p>If you do not have any, you can consult with a representative chosen by workers. As an employer, you cannot decide who the representative will be.</p> <p>Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.</p> <p><b>Enforcement</b></p> <p>Enforcing authorities identify employers who do not take action to comply with the relevant public health legislation and guidance to control public</p>	<p>The farm management with support from the trustees will continue to follow the guidance issued by Central Government and the Local Authority</p>
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	<p>health risks. When they do, they can take a range of actions to improve control of workplace risks. The HSE and your local authority are examples of enforcing authorities.</p> <p>When they identify serious breaches, enforcing authorities can do a number of things. They include:</p> <ul style="list-style-type: none"><li>• sending you a letter</li><li>• serving you with an improvement or prohibition notice</li><li>• bringing a prosecution against you, in cases where they identify significant breaches</li></ul> <p>When an enforcing authority issues you with any advice or notices, you should respond rapidly and within their timescales.</p> <p>The vast majority of employers are responsible. They will work with the government and their sector bodies to protect their workers and the public.</p> <p>However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.</p> <p><b>From Step 4, local authorities will continue to have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.</b></p>	
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	<p><b>How to raise a concern</b></p> <p>If you're an employee, you can contact:</p> <ul style="list-style-type: none"><li>• your employee representative</li><li>• your trade union if you have one</li><li>• contact HSE at:</li></ul> <p><b>HSE COVID-19 enquiries</b> Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 5pm) Online <a href="https://hse.gov.microsoftcrmportal.com/workingsafelyenquiries/">https://hse.gov.microsoftcrmportal.com/workingsafelyenquiries/</a></p> <p><b>As an employer, you have a duty to take reasonably practical steps to manage risks in the workplace.</b></p> <p>You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.</p> <p><b>Consider reasonable adjustments for workers with disabilities, including hidden disabilities that are not immediately obvious.</b></p> <p><b>How COVID-19 is spread</b></p> <p>The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19.</p>	
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<p><b>1.2 Managing risk:</b> To reduce risk to the lowest reasonably practicable level by taking preventative measures.</p>	<p>These particles can be breathed in by another person.</p> <p>Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.</p> <p><b>Managing risk and completing your risk assessment</b></p> <p>To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can spread and put in place measures to reduce the risk of each of these different ways.</p> <p>You should use the guidance to consider the risk within your business and decide the appropriate measures to adopt.</p> <p>This guidance suggests ways to reduce the risk of each of the different ways the virus can spread. You may also identify other measures to reduce risk when carrying out your risk assessment. Some of the measures may help reduce the risk of more than one of the different ways the virus can spread.</p> <p>To reduce the risk of the virus spreading through aerosols, consider:</p> <ul style="list-style-type: none"> <li>• Providing adequate ventilation: <ul style="list-style-type: none"> <li>– through doors, windows and vents</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"><li>– by mechanical ventilation using fans and ducts</li><li>– through a combination of both</li></ul> <p>This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.</p> <ul style="list-style-type: none"><li>• Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. A CO2 monitor could help you assess whether a space is poorly ventilated. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.</li><li>• Encouraging use of outside space where practical. Identifying any areas of congestion in your venue and considering if any reasonable steps could be taken to avoid this.</li></ul> <p>To reduce the risk of the virus spreading through droplets, consider:</p> <ul style="list-style-type: none"><li>• Advising students and staff to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.</li><li>• Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly.</li></ul>	
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<p><b>1.3 Sharing your risk assessment results.</b></p>	<p>You should also make sure that workers and customers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.</p> <p>If your building has been unoccupied for a period during any lockdowns, you should <a href="#">read the HSE advice on legionella risks</a>.</p> <p>You should consider the recommendations in the rest of this document as you carry out your risk assessment. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.</p> <p>If you're currently operating, you will already have carried out a risk assessment. Use this document to identify any adjustments or further improvements you should make.</p> <p>You must review the measures you have put in place to make sure they're still working or if there are changes in the workplace that could lead to new risks.</p> <p>You should share your risk assessment results with your workforce.</p>	<p>The risk assessment will be shared with all who are employed, volunteers, students and all stake holders plus published on the farm website.</p>
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	<p>If possible, consider publishing the results on your website. We expect all employers with over 50 workers to do so.</p> <p>All businesses should show their workers and clients they have:</p> <ul style="list-style-type: none"> <li>• properly assessed their risk</li> <li>• taken appropriate measures to mitigate this</li> </ul>	
<p><b>Section 2: Who should go to work or attend the farm:</b>  To support a safe return to the workplace. To help businesses engage with their workers to find an approach that best suits their needs.</p>	<p>The government is no longer instructing people to work from home if they can, so employers can start to plan a return to workplaces. During this period of high prevalence, the government expects and recommends a gradual return over the summer. You should discuss a return to the workplace with workers, and trade unions to make working arrangements that meet both business and individual needs.</p> <p>You should remain responsive to workers' needs, particularly during this period when not every adult will have been offered two vaccine doses. You should adopt practices that help to reduce the risks to individuals in the workplace.</p> <p>We recognise that ways of working have shifted through the pandemic, and many employers are looking at future hybrid models which include an element of home working. Whatever model you choose to follow for the longer term, you should</p>	<p>Those who are extremely clinically vulnerable may attend the farm if they have been advised they no longer need to shield.</p> <p>Adult students can attend the farm in line with current guidelines.</p> <p>School aged students may attend the farm in line with current guidelines.</p> <p>Volunteers may attend the farm when in restricted numbers of 5 per week i.e. one a day.</p> <p>Members of staff who have been identified to work from home will receive regular contact from the management team to give support.</p>

<p><b>2.1 Protecting people who are at higher risk:</b> To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p>	<p>discuss it with those who might be affected and also with employee representatives.</p> <p>You should discuss the timing and, where applicable, phasing of any return with workers. To help them to feel safe returning to work consult with them on any health and safety measures you have put in place to reduce the risk of COVID-19 spreading.</p> <p>When you consider that workers should come into your place of work, you should:</p> <ul style="list-style-type: none"> <li>• reflect this in your workplace risk assessment</li> <li>• take action to manage the risk of COVID-19 spreading, in line with this guidance</li> </ul> <p>There are some groups who are at higher risk of severe illness from COVID-19. See guidance on <a href="#">who is at higher risk</a> and <a href="#">protecting people who are clinically extremely vulnerable</a>.</p> <p>You should give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. You should continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p>	<p>Staff or students who are classed as clinically extremely vulnerable will have an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm which may mean they will be placed in an individual bubble. Those who are extremely clinically may attend the farm if they are not shielding. <a href="#">protecting people who are clinically extremely vulnerable</a>.</p>
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<p><b>2.2 People who need to self-isolate:</b> To stop people physically coming to work, when government guidance advises them to stay at home.</p>	<p>Consider providing support for workers around mental health and wellbeing. This could include advice or telephone support.</p> <p>This includes people who:</p> <ul style="list-style-type: none"> <li>• have COVID-19 symptoms</li> <li>• live in a household or are in a <a href="#">support bubble</a> with someone who has symptoms</li> <li>• are required to self-isolate as part of <a href="#">NHS Test and Trace</a></li> </ul> <ol style="list-style-type: none"> <li>1. Enabling workers to work from home while self-isolating if appropriate. It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work.</li> <li>2. See current guidance for employees and employers relating to statutory pay due to COVID-19. <a href="#">employees</a> and <a href="#">employers</a></li> <li>3. Ensure any workers who have symptoms of COVID-19 self-isolate immediately and continue for the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th.</li> </ol> <p>These symptoms are:</p> <ul style="list-style-type: none"> <li>– a high temperature</li> <li>– a new, continuous cough</li> <li>– a loss or change to their sense of smell or taste</li> </ul>	<p>Members of staff will be made aware of the government guidance for self-isolating and if appropriate will be supported to work from home if not they will be placed on statutory sick. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>If members of staff or students are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus they are to self-isolate for 10 days they will not be permitted to attend the farm, staff will be placed on statutory sick. Contact details will be taken each day of those who attend or visit the farm, these details will be kept for a period of 21 days. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p>
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<p><b>2.3 Equality in the workplace:</b> To make sure that nobody is discriminated against.</p>	<p>Workers who have tested positive for COVID-19 must self-isolate immediately and continue for the next 10 full days.</p> <p>Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their 10-day self-isolation period from the day after they develop symptoms. <a href="#">See the guidance for people who live in households with possible or confirmed COVID-19 infections.</a></p> <p>Self-isolating workers who have tested negative for COVID-19 may be able to return to work. Some exceptions apply. See the guidance on <a href="#">when you need to keep self-isolating.</a></p> <ol style="list-style-type: none"> <li>4. Ensure any workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts must self-isolate immediately and continue for the next 10 full days.</li> <li>5. Ensure any workers who have been informed by NHS Test and Trace that they are a close contact of a person who has had a positive test result for COVID-19 follow the requirement to self-isolate. See the <a href="#">guidance for those who have been in contact with, but do not live with, a person who has tested positive for COVID-19.</a></li> </ol> <ol style="list-style-type: none"> <li>1. Understanding and taking into account the particular circumstances of those with different protected characteristics.</li> </ol>	<p>The farm will continue to follow the Equality Policy already in place to ensure all are treated equally.</p>
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<p>In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.</p> <p><b>It's against the law to discriminate against anyone because of their age, sex, disability, race or other 'protected characteristic'.</b>  <a href="#">Read the government guidance on discrimination.</a></p> <p>Employers also have particular responsibilities towards:</p> <ul style="list-style-type: none"> <li>• disabled workers</li> <li>• workers who are new or expectant mothers. <a href="#">COVID-19 advice for pregnant employees</a></li> </ul>	<ol style="list-style-type: none"> <li>2. Involving and communicating appropriately with workers whose protected characteristics might either: <ul style="list-style-type: none"> <li>• expose them to a different degree of risk</li> <li>• make any steps you are thinking about inappropriate or challenging for them.</li> </ul> </li> <li>3. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.</li> <li>4. Making reasonable adjustments to avoid disabled workers being put at a disadvantage.</li> <li>5. Assess the health and safety risks for new or expectant mothers.</li> <li>6. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.</li> </ol>	<p>Where adjustments have been or will be made to the working practices due to COVID-19, the management team will communicate these changes to members of staff and assess whether the changes are appropriate and do not put them at further risk.</p>
<p><b>Section 3: Reducing contact for workers</b></p> <p>Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.</p>	<p>From Step 4, social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with. Examples of ways to do this include:</p>	<p><b>The farm will continue with the following control measures:</b></p> <p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none"> <li>• Markings on the floor showing 2 metre distancing.</li> <li>• Directional floor arrows showing the flow of people traffic, see the farms floorplan.</li> <li>• Work zones with small workgroups (bubbles) will be identified.</li> <li>• The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am and pm)</li> </ul>

<p><b>3.1 Workplaces and workstations:</b> To reduce contact between people when they're at their workstations, if possible.</p>	<ul style="list-style-type: none"> <li>• reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)</li> <li>• screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other)</li> </ul> <p>You should take account of those with protected characteristics and discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.</p> <p>It's recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case.</p> <p>Consider assigning workstations to an individual rather than having shared workstations. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user and ensure an adequate supply of ventilation for enclosed workstations</p>	<ul style="list-style-type: none"> <li>• Activities will only take place if social distancing can be achieved.</li> <li>• Bubbles will keep 2 metres away from other bubbles.</li> <li>• Aim for activities to be done outside where possible.</li> </ul> <p>The management team are to stagger staff arrival time to reduce crowding at the main entrance. Students are to arrive between 9.00 to 9.30am the management team are to produce a detailed rota for arrival and departure for individual staff and students.</p> <p>Students arriving by taxis provided by Passenger Transport are to follow the guidance given by them when travelling in the taxi.</p> <p>Staff on arrival are to park to the front of the farm and use the main entrance, once in the building wash hands. Departure from the farm will be the reverse.</p> <p>Students on arrival are to be dropped off to the area to the right of the main gate, they will be greeted by a member of staff and taken through the two side gates to the wash station in the yard to wash hands then into the main barn to the changing area at the far end of the barn. The departure from the farm will be the reverse.</p> <p>Only two members of staff are to use the Accounts Office, Education Office, Reception Office and the Barn Office at one time, where possible with the doors and windows open for added ventilation. If someone needs to see a member of staff in a particular office this should be done from the door, if confidential then move to the portacabin where you will be able to achieve social</p>
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<p><b>Section 4: Reducing risk for your customers, visitors, and contractors:</b></p> <p><b>4.1 Providing and explaining available guidance:</b>  To make sure people understand what they need to do to maintain safety.</p>	<ol style="list-style-type: none"> <li>1. Giving people clear guidance on how to reduce the risk of spreading COVID-19 when they arrive. For example, with signage and visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</li> <li>2. Establishing host responsibilities related to COVID-19. Provide any necessary training for people who act as hosts for visitors.</li> <li>3. Reviewing entry and exit routes for visitors and contractors. Do this to reduce contact with other people.</li> <li>4. Coordinating and cooperating with other occupiers, if you share facilities with other businesses. This includes landlords and other tenants.</li> <li>5. Telling visitors that if they choose to wear a face covering they should be prepared to remove it if asked to do so by police officers and staff for identification.</li> <li>6. Ensuring the information you provide to visitors does not compromise their safety.</li> </ol>	<p>The farm will remain closed to the general public EAL and Farm Club. Other visits from contractors, RDA Quiet Corner students and donations of equipment etc, will be permitted by appointment only.</p> <p>Those who are taking an appointment are to explain the procedures we have in place.</p> <p>To limit numbers on site, deliveries are to be arranged when students are not on site.</p> <p>A sign at the main entrance to explaining the farm is closed to the general public, deliveries are to be left outside the main entrance in the blue box, unless it is delivery of food stock then this is to be taken straight to barn/storage area, these types of deliveries are to be arranged after students have arrived and before they leave at the end of the day.</p>

<p><b>4.2 Working in other people's homes</b> To work safely in other people's homes</p>	<p>If you're going to someone else's home to work, for example to carry out construction or repairs, you should communicate with households before any visits, to discuss how the work will be carried out to reduce risk for all parties.</p> <p>You should not carry out work in households that are isolating because one or more family members has symptoms, unless you're remedying a direct risk to the safety of the household or the public.</p> <p>When you're working in a household where somebody is clinically vulnerable, make prior arrangements to avoid any face-to-face contact. You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.</p> <ol style="list-style-type: none"> <li>1. Asking households to leave all internal doors open, to minimise contact with door handles,</li> <li>2. Identifying busy areas across the household where people travel to, from or through. For example, stairs and corridors. Minimise movement within these areas,</li> <li>3. Taking breaks outside where possible,</li> <li>4. Limiting the number of workers within a confined space,</li> <li>5. Arranging methods of safely disposing of waste with the householder, doing so in accordance with your legal duty of care,</li> </ol>	<p>Off-site visits are permitted as agreed with the Trustees <b>but not to students' homes</b> and will have relevant risk assessments.</p>
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	<p>6. Allocating the same worker to the same household each time there is a visit where possible. For example, the same cleaner each time.</p>	
<p><b>Section 5: Cleaning the farm site</b></p> <p><b>5.1 Before reopening:</b> To make sure that any site or location that has been closed or partially operated is clean and ready to restart.</p> <p><b>5.2 Keeping your workplace clean:</b> To keep the workplace clean and prevent the spread of COVID-19 by touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• assess all sites or part of sites that have been closed.</li> <li>• review cleaning procedures and provide hand sanitiser</li> </ul> <ol style="list-style-type: none"> <li>1. Clean work areas and equipment between uses, using your usual cleaning products.</li> <li>2. Frequent cleaning of objects and surfaces that are touched regularly, including buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products.</li> <li>3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>4. Sanitisation of all hand tools, controls, machinery and equipment after use.</li> <li>5. If you are cleaning after a known or suspected case of COVID-19, refer to the <a href="#">guidance on cleaning in non-healthcare settings</a>.</li> <li>6. Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. you should refer to the <a href="#">guidance on how to dispose of personal or</a></li> </ol>	<p>Before students were permitted back on site the contracted cleaner conducted a deep clean in the communal areas focusing on frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>• Desktops and all work surfaces</li> <li>• Doorknobs and door handles</li> <li>• Light switches and dimmer switches</li> <li>• Computer monitors, keyboards, mice</li> <li>• Tablets and laptops</li> <li>• Telephone equipment</li> <li>• All chair rests and arms</li> <li>• Canteen tables and chairs, crockery, trays and cutlery</li> <li>• Sinks, taps and kitchen areas</li> <li>• Toilets, including all surfaces</li> </ul> <p>Cleaning in non-healthcare settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Staff and students are required to frequently wipe their work areas down and keep work zones clear of rubbish.</p> <p>Increase the cleaning hours of the contracted cleaner so the farm is cleaned every working day once the students have finished for the day, focusing on frequently touched surfaces.</p>

<p><b>5.3 Hygiene – handwashing, sanitation facilities and toilets:</b> To help everyone keep good hygiene through the working day.</p>	<p><u>business waste, including face coverings and PPE.</u></p> <ol style="list-style-type: none"> <li>1. Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site.</li> <li>2. Using signs and posters to make people aware: <ul style="list-style-type: none"> <li>• how to wash their hands well</li> <li>• that they should wash their hands frequently</li> <li>• that they should not touch their faces</li> </ul> they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available </li> <li>3. Providing regular reminders and signage to maintain hygiene standards.</li> <li>4. Providing hand sanitisers in multiple locations in addition to washrooms, considering the needs of people with disabilities.</li> <li>5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>6. Enhancing cleaning for busy areas.</li> <li>7. Special care should be taken for cleaning of portable toilets.</li> <li>8. Providing more waste facilities and more frequent rubbish collection.</li> <li>9. Providing hand drying facilities – either paper towels or electrical dryers.</li> <li>10. Keeping the facilities well ventilated, for example, by <b>ensuring any mechanical</b></li> </ol>	<p>Provide a non-recycling bin for disposable face coverings and gloves.</p> <p>As part of the cleaning process after a known or suspected case of Covid-19 the farm will consider whether there is a need for fogging to take place.</p> <p>Increase to six wash stations for hand washing to be located in the classroom, main barn, West Ashton Meadow and the yard, plus six sanitiser units in the field areas.</p> <p>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, staff will also be provided with a personal hand sanitiser</p> <p>All are encouraged to catch coughs and sneezes with disposable tissues then throw used tissues away and then wash hands, if they don't have a tissue then use their sleeve.</p> <p>Toilets are to be wiped down after each use and cleaned by the cleaner in the evening.</p>
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<p><b>5.4 Changing rooms and showers:</b> To reduce the of risk COVID-19 spreading in changing rooms and showers.</p>	<p>ventilation works effectively and opening windows and vents where possible.</p> <p>The enclosed nature of changing rooms may result in increased risk of COVID-19 spreading. You should manage them carefully to reduce that risk. Businesses should update their risk assessments for each premises where changing rooms are being used.</p> <p>You should ensure adequate ventilation in changing rooms. For example, by ensuring mechanical ventilation works effectively and opening windows and vents where possible. <a href="#">Read the advice on air conditioning and ventilation.</a></p> <ol style="list-style-type: none"> <li>1. Setting clear use and cleaning guidance for showers, lockers and changing rooms. This is to ensure they're kept clean and clear of personal items.</li> <li>2. Enhancing cleaning of all facilities regularly during the day and at the end of the day. Use normal cleaning products. Pay attention to frequently hand touched surfaces, and consider using disposable cloths or paper roll to clean all hard surfaces.</li> <li>3. Keeping the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.</li> <li>4. Making hand sanitiser available on entry and exit.</li> </ol>	<p>Each bubble has been allocated their own changing/storage areas to achieve Social Distancing; lockers are to be left open.</p> <p>The barn door leading to the yard, office doors the doors leading to the classroom and barn on the main site are to be kept opened if possible, for added ventilation.</p>
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<p><b>5.5 Handling equipment, materials, waste, and onsite vehicles:</b> To reduce the spread of COVID-19 through contact with objects that come into the workplace and vehicles at the worksite.</p>	<ol style="list-style-type: none"> <li>1. Putting in place cleaning procedures for the parts of shared equipment people touch after each use. Consider all equipment, tools and vehicles. For example, pallet trucks and forklift trucks.</li> <li>2. Encouraging people to wash their hands more often. Introducing more handwashing facilities for workers who handle goods and merchandise. Providing hand sanitiser where this is not practical.</li> <li>3. Regular cleaning of vehicles that workers may take home.</li> <li>4. Regular cleaning of reusable delivery boxes.</li> </ol>	<p>All tools are to be wiped down before and after use, where possible allocate staff and students with their own tools throughout the week which should be coloured coded.</p> <p>The farm vehicle may be used by authorised and trained staff at the farm and is to be wiped down before, and after each use.</p>
<p><b>Section 6: Personal protective equipment (PPE) and face coverings</b></p> <p><b>6.1 Personal Protective Equipment (PPE)</b></p>	<p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should keep doing so. Any use of PPE should be determined by an assessment of risks in the workplace.</p> <p>Do not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Unless you're in a situation where the risk of COVID-19 transmission is very high, your risk</p>	<p>Normal PPE is to be worn when the risk assessment states it is needed.</p>

<p><b>6.1 Face coverings</b></p>	<p>assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.</p> <p>If your risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>A face covering is something which safely covers your mouth and nose. It's not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.</p> <p>A face covering is something which safely covers your mouth and nose.</p> <p>Face coverings are no longer required by law. However, the government expects and recommends that people continue to wear face coverings in crowded, enclosed spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.</p> <p>Consider encouraging, for example through signage, the use of face coverings by workers, particularly in indoor areas where they may come into contact with people they do not normally meet.</p>	<p>The farm will continue to follow the current control measures in place for face coverings</p> <p>Face coverings are to be worn in communal areas which includes the main barn building, classroom Ashton Meadows barn and the portacabin; face coverings are also to be worn where social distancing is not possible. Members of staff or students may also wear face coverings outside if they choose to but need to follow the following guidelines:</p> <ul style="list-style-type: none"> <li>• Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> </ul>
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	<p>This is especially important in enclosed and crowded spaces.</p> <p>When deciding whether you will ask workers or customers to wear a face covering, you would need to consider the reasonable adjustments needed for staff and clients with disabilities. You would also need to consider carefully how this fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.</p> <p>Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances. Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.</p> <p><b>Advising your workers</b></p> <p>If your workers choose to wear a face covering, you should support them in using face coverings safely. This means telling them:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering. They should also do this before and after removing them</li> </ul>	<ul style="list-style-type: none"> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in the waste bin provided.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change their face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul>	
<p><b>Section 7 Workforce management</b></p> <p><b>7.1 Outbreaks in the workplace</b> To provide guidance if there is a COVID-19 outbreak in your workplace.</p>	<ol style="list-style-type: none"> <li>1. Making sure your risk assessment includes an updated plan in case of an outbreak. Where possible, your plan should nominate a single point of contact (SPOC). The SPOC should lead on contacting local Public Health teams.</li> <li>2. If you become aware of any positive cases of COVID-19 in your workplace, you should inform your <a href="#">local authority public health team</a>.</li> <li>3. You should immediately identify any close workplace contacts and ask them to self-isolate. You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.</li> <li>4. If the local PHE health protection team declares an outbreak, you will be asked to: <ul style="list-style-type: none"> <li>– record details of symptomatic staff</li> <li>– assist with identifying contacts</li> </ul> </li> </ol>	<p>Each day records are to be kept with contact details of all those that attend the farm site.</p> <p>If a member of staff or student develops symptoms during the working day the following actions are to be taken:</p> <p>The person displaying symptoms.</p> <ul style="list-style-type: none"> <li>• Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases)</li> <li>• Supervision in full PPE</li> <li>• Parent is contacted and student taken home – parent to transport.</li> <li>• Person isolates for 10 days.</li> </ul>

<p><b>7.2 Work-related travel:</b>  <b>To keep people safe when they travel between locations.</b></p>	<p>You should therefore ensure all employment records are up to date.</p> <p>You will be provided with information about the outbreak management process. This will help you to:</p> <ul style="list-style-type: none"> <li>– implement control measures</li> <li>– assist with communications to staff</li> <li>– reinforce prevention messages.</li> </ul> <ol style="list-style-type: none"> <li>1. Encouraging people travelling together in any one vehicle to, wherever possible: <ul style="list-style-type: none"> <li>– use fixed travel partners</li> <li>– do not sit face-to-face</li> <li>– open windows</li> </ul> </li> <li>2. Providing adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it's cold. For more information on ventilation in vehicles read <a href="#">HSE guidance on ventilation and air conditioning</a>.</li> <li>3. Cleaning shared vehicles between shifts or on handover.</li> </ol>	<p>Staff and students from symptomatic person's bubble:</p> <ul style="list-style-type: none"> <li>• Stay in current work area maintaining social distance.</li> <li>• Arrangements made for students and then staff to go home.</li> <li>• Work area fully cleaned and closed, if possible, for 72 hours.</li> </ul> <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p> <p>The single point of contact at the farm (SPOC) is the Farm Manager who is to follow procedures for an outbreak of COVID-19 at the farm.</p> <p>Students using transport provided by Passenger Transport or their support network are to follow the guidelines issued by those organisations.</p>
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<p><b>7.3 Communications and training:</b> To make sure all workers understand COVID-19 related safety procedures.</p>	<ol style="list-style-type: none"> <li>1. Communicating clearly, consistently, and regularly. This will improve understanding and consistency of ways of working.</li> <li>2. Engaging with workers through existing communication routes and worker representatives. Do this to explain and agree any changes in working arrangements.</li> <li>3. Developing communication and training materials for workers before they return to the site. This is especially important for new procedures for arrival at work.</li> </ol>	<p>Online training is provided regarding COVID-19.</p> <p>On return to work the Staff are to receive training before the farm reopens, the aim will be highlighting the new procedures in place and the importance of social distancing, good hygiene, face coverings, taking temperatures and action required if someone shows symptoms of COVID-19.</p>
<p><b>Ongoing communications and signage:</b> To make sure all workers are updated on how you're implementing or updating safety measures.</p>	<ol style="list-style-type: none"> <li>1. Engaging with workers on an ongoing basis. This includes dealing with trade unions, or employee representative groups. Do this to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>2. Being aware of and focus on mental health. Mental health is important, especially during times of uncertainty. The government has published <a href="#">guidance on the mental health and well-being aspects of coronavirus (COVID-19)</a>.</li> <li>3. Using simple, clear messaging to explain guidelines using images and clear language.</li> </ol> <p>You should consider people:</p> <ul style="list-style-type: none"> <li>– who do not have English as their first language</li> <li>– who have protected characteristics. For example, visual impairments</li> </ul>	<p><b>Information given during staffing meetings.</b></p> <p>Remind members of staff there is a free confidential staff counselling helpline for them to access.</p>

	<p>4. Using visual communications to explain safe working practices around the working site. For example, whiteboards or signage. Do this to reduce the need for face-to-face communications.</p> <p>5. Communicating approaches and operational procedures with suppliers, customers or trade bodies to help their adoption and to share experience.</p>	
<p><b>Section 8. Test and Vaccinations:</b></p>	<p>It's important that you continue to put measures in place to reduce the risk of spreading COVID-19.</p> <p>This is important even if your workers have:</p> <ul style="list-style-type: none"> <li>• received a recent negative test result</li> <li>• had the vaccine (either 1 or 2 doses)</li> <li>• natural immunity (based on proof of a positive PCR within the past 180 days)</li> </ul> <p>Where you are providing testing on-site, you should ensure that workplace testing is carried out in a safe manner and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission during the testing process. These include:</p> <ul style="list-style-type: none"> <li>• frequent cleaning</li> <li>• good hygiene</li> <li>• adequate ventilation.</li> </ul>	<p>All members of staff will receive a PCR test every Thursday, which will be managed by Ashley and Suzanne.</p> <p>The test will be proved by the local Authority and ordered by Suzanne.</p> <p>Volunteers and staff will be issued with a Covid flow test kit comprising 7 tests. Staff/volunteers will self -test before arrival at the farm, register the result on the .gov website using the UON: 50032234 and show the 'negative' result on the test strip to Wendy, Ashley, Suzanne or Amanda on arrival at the farm.</p> <p>Volunteers will record the result in their test booklet held in the volunteer contract record in the Education office or Wendy's Barn Office (RDA/Farm volunteers). Staff will record the result in their test booklet held in the reception office.</p>

**8.1 Accessing testing**

You should also ensure that an appropriate setting is available for individuals to wait in while their test is processed.

Anyone with COVID-19 symptoms can [get a free NHS test](#).

Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. [Read guidance on accessing tests if you do not have symptoms of COVID-19](#).

You can also pay an approved provider to provide tests or run a test site for your workplace. Read [guidance on getting COVID-19 tests for your employees](#).

Regular testing could help identify more positive cases of COVID-19 in the workplace. Read further guidance on [your options for workplace testing](#), or call 119 for more information.

### **Where to obtain further guidance**

- [Coronavirus \(COVID-19\): what you need to do](#)
- [Coronavirus \(COVID-19\): guidance for employers and businesses](#)
- [Coronavirus \(COVID-19\): guidance for employees](#)
- [Coronavirus \(COVID-19\): HSE guidance on gloves](#)
- [Coronavirus \(COVID-19\): HSE guidance on mask fittings](#)
- [Coronavirus \(COVID-19\): Department of Health and Social Care guidance on masks](#)

Find advice and support from your [business representative organisation or trade association](#).

## Appendix Definitions

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Support Bubbles	The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found here: <a href="https://www.gov.uk/guidance/meeting-people-from-outside-your-household">https://www.gov.uk/guidance/meeting-people-from-outside-your-household</a>
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <a href="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">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</a>
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>

## Safe System of Work for Offices

- Upon entering main building staff should use the hand Sanitiser by the entrance door
- Please leave a 2 m distance between you and the person entering before you
- No loitering around other member of staff's desks at any time
- Be aware of any distance markings on the floor
- Be aware of the 2-metre ruling For Social distancing
- Clean your working surface with disinfectant cloths at the start of each day.
- Control your area around your desk reminding other staff of the 2-metre ruling
- If you touch any other equipment or objects other than on your desk area, please refresh your hands with your sanitizer
- Remember the advice from the government concerning the illness
- The main symptoms of coronavirus are:
  - 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)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days

## Safe System of Work for the Staff Room

- The staff room caters for 1 person seated.
- Only make tea / coffee for yourself and not for other people
- Only use the areas not marked with yellow and black tape
- Do not put any bags on the tables if they are going to block the view of the tape
- Wipe your area down (Table and Chair) after usage
- Wash up your dishes dry them and return to the cupboards. Any dishes left on the draining area will be thrown away
- After washing please use the hand sanitizer
- Leave the Staff Room as you would like to find it
- Report any shortages of cleaning equipment to the office
- Remember the 2-metre ruling and respect other people's space
- Always follow the Social distancing Rules
- Report to the Management Team if you observe or become aware of any poor hygiene practices or conditions
- The main symptoms of coronavirus are:
  - 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)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days

Safe System of Work  
For the Kitchen  
During Covid-19 Outbreak

- Only 1 person in the kitchen at any one time.
- Only make tea / coffee for yourself and not for other people.
- Only prepare your own food.
- Only store and touch your own food in the fridge.
- Only use paper towels.
- Clean the surfaces of the kitchen after use and wash all cups and cutlery and return them into cupboards.
- Report to the management team if you observe or aware of any poor hygiene practices or conditions.
- Report any shortages of cleaning equipment to the office.
  
- Remember the advice from the government concerning the illness
  
- The main symptoms of coronavirus are:
  - 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)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 14 days