

## General Risk Assessment

**Company Name: Buchan Community Farm**

**Site Address: Ashyolds, Maud, Peterhead, Aberdeenshire.**

<b>Risk Assessment Reference:</b> Infection Control	<b>Date of Assessment:</b> updated 14 January 2021	<b>Risk Assessor:</b> Pamela Roberts
<b>Title:</b> Coronavirus (C19) – Farm Assessment	<b>People Involved in Making This Assessment:</b> David Strathearn Board Member	
<b>Task or Process:</b> Visiting the farm, taking part in farm activities	<b>People at Risk:</b> The people we support, Employees, Members of the Public, Contractors.	
<b>Date of next review:</b> March 2021 (Bimonthly thereafter until risk levels significantly decrease)		

**Hazard:** C19 virus (risk of serious illness, transmission via person to person contact or transmission via airborne droplets or from hard surfaces.)

### **Control Measures (General):**

The Government's COVID Act and associated Regulations and Orders set out a framework to prevent the spread of the virus. We have developed the following procedures and arrangements to work within those rules and guidance.

- **We review our infection control arrangements** and procedures daily in the light of changing or additional Government guidance as published at Gov.uk/Coronavirus.
- **Individual risk assessments** will be carried out and regularly reviewed for each person we support to determine the level of risk presented to or posed by them. This informs a phased return to participation in farm activities, or temporary exclusion from the farm until circumstances change to reduce risks.

**Staff and services users who have any symptoms of COVID-19 Within the last 14 days or potentially been in contact with anyone who has had or displayed symptoms within the last 14 days.**

**Please, do not come to the farm, contact NHS inform, arrange to be tested, self-isolate.**

- **We ask Staff who have a low threshold for symptoms** not to attend work with even mild symptoms – and to get tested.

- **If someone becomes unwell with COVID-19 symptoms whilst using our service, Staff will wear full PPE, we will immediately isolate them in our ventilated quiet room and arrange for them to go home as soon as possible advise them contact NHS inform, arrange to be tested and self-isolate.**
- Contractors, visitors, staff employed by other agencies to support people attending are only permitted where they have an essential role, and they are not in high risk categories.
- **All supported people, staff, visitors, and contractors are fully briefed** on our infection control measures before they come to the farm. (See also section on Contractors below)
- All employees will be briefed on the content of this risk assessment and will sign to state they have read and understand the content.
- All employees have been instructed on the requirement to inform to management of any breaches of protocol as per the arrangements to protect our employees and the people we support from COVID-19.

**We direct all visitors upon arrival to a briefing sheet summarising our infection control rules. NHS and Public Health warning posters displayed at all our fixed workplaces, communal areas, and on company website.**

This risk assessment has been displayed on our website.

Further Control Measures Required:	Assigned To:	Due Date:

**Masks, face coverings and PPE Staff.**

- Staff should wear a mask based on risk assessment of the activities undertaken, sessional use providing not visibly dirty, wet or damaged.
- Staff aware of the difference between mask as part of PPE which is fluid resistant or surgical mask, and face covering which can be cloth and is not fluid resistant.
- Staff will need to wear full PPE when supporting service users with First aid.
- Staff should be trained in the use of full PPE, including donning, doffing and safe disposal.
- Posters displayed for donning and doffing.

- PPE available and easily accessible, located close to point of use.
  - Handwashing facilities available at site of doffing
  - Foot operated bins available for safe disposal of PPE at site of doffing
- Spot-checks, peer-checks and retraining available for PPE use.

**For the people we support and Support Staff from other agencies.**

- Please, wear a mask, except when seated 2 meters from other people. You may then remove your mask to allow you to eat or drink.
- Masks may also be removed when exercising, such as walking horses or energetic games of over two metres apart.
- Regular reminders of correct use of masks for the people we support (see picture briefing)

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**

- **Control Measures (Social Distancing)**

**2m distancing must always be maintained in all areas and outside.**

- Outside providers staff and Service Users who form a bubble will sit together, larger tables are provided to allow this safely.
- If close contact needed for personal care, that staff wear full PPE

- Tea breaks and Lunch breaks to be at staggered times, to minimise congestion in any area.
- Potting stations have been spaced at over 2M distances in the Polytunnel.
- Tables have been spaced, at 2M distance apart in the porta cabin, steading, marquee, and workshop.
- Activities to be spread around the farm, for example some working with horses, some gardening, some woodwork to avoid clusters of people and to always allow for social distancing.
- Group size limited to allow for social distancing depending on each building, tables and workstations spaced to show numbers allowed in each area.
- Should a person we support require assistance when leading a pony, they and the person assisting them should wear a mask.
- Group activities are organised in a series of formations to comply with social distancing, with appropriate spacing between participants monitored by BCF member in charge throughout the activity.
- Where possible outdoor activities are prioritised over indoor activities.
- The people we support are advised not to cluster in groups before / after sessions. Social distancing markers implemented where possible.
- Employees inform another member of staff if they plan to conduct work alone in a confined space.
- Only one employee permitted at any one time in the feed room and tack room.
- Call to ask if anyone is in the room to double check before entering.
- Extra care / signposting will be provided to maintain social distancing when in these areas.
- A one-way system has been introduced from steading to porta cabin and return to reduce close contact and prevent bottle necks.

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**

<p><b>Control Measures (Hand Washing):</b></p> <p><b>Everyone must wash their hands when they arrive at the farm</b></p> <ul style="list-style-type: none"> <li>• Everyone on the premises encouraged to regularly wash hands between activities before and after food preparation or meals. After sneezing/coughing, eating, drinking, using the toilet.</li> <li>• Signage will be in place encouraging hand washing for at least 20 seconds each time.</li> <li>• No touch hand soap and sanitiser dispensers are in place.</li> <li>• Air hand dryer</li> <li>• Paper towels</li> <li>• No touch pedal bins in situ.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<p><b>Cough/sneeze etiquette</b></p> <ul style="list-style-type: none"> <li>• Coughs and sneezes into the crook of an elbow or tissue (and immediate disposal into the bin) Handwashing afterwards</li> </ul>		
<p><b>Control Measures (Training):</b></p> <ul style="list-style-type: none"> <li>• All employees have completed toolbox talks relating to hygiene measures, have read the risk assessment, and completed e-learning on infection control.</li> <li>• Staff are trained in use of full PPE, are comfortable with its use and know when to use it</li> <li>• Staff have received training in hand washing and cough/sneeze etiquette.</li> <li>• Service users are trained in use of face coverings, hand washing and cough and sneeze etiquette.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

**Control Measures (Minimising Touch, other Physical Contact points and cleaning):**

- An assessment of all touch points has been carried out and ways of reducing them has been found, where possible.
- A list of touch points will be maintained and used for the cleaning schedule.
- After cleaning, all surfaces should be disinfected with viricidal solution or 1,000 parts per million chloride, with touch times as per manufacturer's instructions.
- In addition, need to maintain usual environmental cleaning of corridors/communal areas. Declutter where possible to facilitate cleaning.
- Where cleaning is not possible, need to leave the activity/equipment to stand untouched for 3 days before being used again
- Equipment is not shared between people where possible and cleaned with 70% alcohol sanitiser between uses where it is not.
- A riding hat will be allocated to each person.
- Grooming kits allocated to each person rather than horse and cleaned after use.
- A lead rope will be allocated to each person, spray sanitised after use.
- The people we support who like woodwork will have their own toolbox and tools provided. More expensive items will be thoroughly sanitised and only used by one person each day, enough drills will be available, sharing will not be permitted. All equipment will be sanitised after use.

- Gloves will be allocated to each person for woodwork and gardening and washed at 60 degrees after use.
- The people we support who enjoy arts and crafts will have their own art kit in their art box, all equipment will be sanitised after use.
- The people we support who enjoy gardening will have a tool kit for the time they are working which will be sanitised after use.
- Everyone to be allocated a pump spray of 70% alcohol sanitiser to wipe touch points as they go.
- Coffee and other drinks are given only in named personal cups.
- All tea, coffee, milk, and sugar served from separate individual packets, the people we support to assemble their own drinks or to be assisted by their own Support Worker.
- BCF staff will assist with the hot water urn while maintaining social distancing from the people we support. The tap on the urn to be wiped clean after use with 70% alcohol sanitiser.
- Everyone on the premises advised that no personal items should be passed to / from BCF staff to the people we support, e.g. water bottles, etc.

Further Control Measures Required:	Assigned To:	Due Date:

**Control Measures (During provision of first aid):**

- Although there may be heightened concerns around first aid, this will continue as normal, with the following control measures:
- Where it is not possible to maintain a social distance away from an individual, disposable gloves and a disposable plastic apron are available for use.

- Resus masks to be worn for emergency first aid provided by first aiders.
- Follow Resuscitation Council UK specific guidance on CPR delivery.
- Face masks to be worn for general first aid.
- Disposable gloves are worn if physical contact is likely to be made with potentially contaminated areas or items.
- The use of a fluid repellent surgical face mask (FRSM / Type IIR) are recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.
- When using a fluid repellent surgical face mask, users have been instructed to mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.
- All first aiders instructed to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.
- Spill-kit should be used for blood and bodily fluids.

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**

**Control Measures (Contractors):**

- Deliveries and Collections are made in the designated areas only.
- Contractors are instructed to use any PPE required as per the site rules.
- Contractors are required to ensure that any equipment you are bringing on site has been cleaned and disinfected prior to coming onto site.
- Contractors are instructed to use hand wipes, gels or other sanitisers provided.
- All paperwork to be signed and sent electronically only prior to work commencing and signed off electronically post completion.
- Contractors informed to maintain social distancing at all times whilst on site and to not share stationery or tools these should be kept for individual use.

- All contractors and third-party vendors have been issued with a contractor questionnaire which includes questions regarding their own control measures for COVID-19 and are expected to produce this prior to coming on to site.
- Contractors and third parties (i.e. Vets, farriers, deliveries) are informed not to enter the premises if they have displayed any symptoms of COVID-19 within the last 14 days or potentially been in contact with anyone who has had or displayed symptoms within the last 14 days.

<b>Further Control Measures Required:</b>		<b>Assigned To:</b>	<b>Due Date:</b>
<b>Review Date:</b>	<b>Reviewer:</b>	<b>Comments:</b>	