

Colwall Orchard Group: Safe Way of Working: SWOW12 - Volunteer Practical Working Arrangements Under Covid-19

Prepared by: Chris Blake 13th January 2022

Review: Bi-monthly thereafter (or in the event of Government Guidance being amended)

Next review: by 30th June 2022 or when government guidance changes.

The SWOW below may be subject to change at short notice and if in doubt please view the Government Coronavirus website for the most current information or speak with a member of the Board.

Introduction

This SWOW document has been produced to provide details of the requirements for volunteer working arrangements during the Covid-19 pandemic.

It should be read and used in association with other SWOW documentation and risk assessments for other tasks.

ALL OF THE BELOW may well depend on the current Alert Level/Requirements set by the Government and can change at short notice.

The most current regulations can be viewed here:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

These regulations and advice are constantly evolving in the light of more knowledge, experience and the ever changing virus mutations. As such the below advice may be subject to change at short notice and if in doubt please view the above Government website for the most current information or speak with a Board Member.

COVID STILL REMAINS A RISK

General guidance

It is vitally important that volunteers follow advice about social distancing and hygiene. Any volunteer who is self-isolating because they or a household member is unwell, or they have had recent 'contact' with someone else who has Covid-19 or has Covid-19 symptoms should NOT ATTEND volunteer sessions.

Coronavirus (COVID-19) symptoms are similar to other illnesses, colds and flu. They include a high temperature, a cough and a loss or change to your smell or taste.

The most important symptoms of Coronavirus (COVID-19) are recent onset of any of the following:

a high temperature or shivering (chills) – a high temperature 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

a loss or change to your sense of smell or taste

shortness of breath

feeling tired or exhausted

an aching body

a headache

a sore throat

a blocked or runny nose

loss of appetite

diarrhoea

feeling sick or being sick

If you have COVID-19, you can pass on the virus to other people for up to 10 days from when your infection starts. Many people will no longer be infectious to others after 5 days.

You should:

- try to stay at home and avoid contact with other people for 5 days
- avoiding meeting [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

If you have symptoms of COVID-19, and a high temperature or do not feel well enough to do your normal activities

You should:

- try to stay at home and avoid contact with other people
- avoid meeting [people at higher risk from COVID-19](#), especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine

You can go back to your normal activities if you:

- feel well enough to do so
- do not have a high temperature

To adhere to Government guidance which has been changing and meet our requirements volunteers should follow these rules:

1. Follow the government guidance of **Hands - Face – Space**.
2. Volunteers should not share personal protective equipment (PPE). Tools and PPE will be made available to volunteers by COG as usual. PPE must be collected and handled only by the volunteers using them and must not be shared amongst volunteers.
3. Volunteers are encouraged to wear gloves at all times when practicable.
4. COG will provide hand gel which volunteers should use before and after touching any surfaces or equipment on site. This being good practice to maintain high biohazard defences within our Orchard areas as a general rule.

5. Toilet facilities are still available for use at Colwall Village Garden but are not available at other sites such as Lugg's Mill. There is hand sanitiser within the compost toilet building and there is a sink and soap for hand washing outside the Apple Packing Shed.

6. Volunteers are advised not to share transport unless they are from the same household or have taken alternate measures to ensure any risk is kept to a minimum as per item 1 above.

7. The risk of spread of Covid-19 is greater in confined spaces due to the risk of significant air and surface contamination. Masks should be worn by anyone entering the Apple Packing Shed. When more than one person is in the Orchard Room the rear door and windows should be opened to increase airflow.

8. Volunteers will be provided with tasks that allow them to work, **should they wish**, independently at a safe distance from others and wherever possible will be in sight of other volunteers. Volunteers will be discouraged from lone working activities.

9. Some tasks may be more hazardous than others or may involve heavy lifting in which case it is desirable for people to work closely in pairs. On that basis, **it is advised** that only pairs of people living in the same household should undertake this work. If a heavy object needs to be carried over a short distance by people from different households then each person should consider wearing a mask.

10. Volunteers should bring their own face coverings and can wear these when working in close proximity to others in enclosed areas.

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