

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

Prepared by: Andy Ball 08 October 2020

Review: Monthly thereafter (or in the event of Government Guidance  
being amended)

Reviewed by: Andy Ball 09 December 2020

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## **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.

## **General guidance**

**It is vitally important that volunteers follow advice about social distancing and hygiene and that they do not gather together on site. The maximum size of any group of people is six.**

**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 MUST NOT ATTEND volunteer sessions.**

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

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

**If you have symptoms of COVID-19 however mild:**

- self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19
- consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of COVID-19

**You should regard yourself as at risk if you have been in 'contact' with a person who has had a positive test result or displayed any of the symptoms for COVID-19.**

**A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others):**

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - **contact within one metre for one minute or longer without face-to-face contact**
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19

**If you have been in 'contact' with a person who has had a positive test result or displayed any of the symptoms for COVID-19,**

- **self-isolate at home for 14 days from the date of your last contact with them.**
- **do not go to work, school, or public areas, and do not use public transport or taxis.**
- **even if you never develop symptoms, you can still be infected and pass the virus on without knowing it.**

To adhere to Government guidance and meet our requirements volunteers must follow these rules:

1. Follow the government guidance of **Hands - Face - Space** and maintain a minimum distance of 2-3 metres between themselves and others working on the site.
2. Volunteers must not share tools or personal protective equipment (PPE). Tools and PPE will be made available to volunteers by COG as usual. They must be collected and handled only by the volunteers using them and must not be shared amongst volunteers. Tools will be returned to storage after use and they will then not be re-used for a period of at least 3 days after which it is understood that any Covid-19 virus present will not be viable.
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.
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 handwashing outside the Apple Packing Shed.
6. Volunteers should not share transport unless they are from the same household.
7. Volunteers will be responsible for providing their own drinks and refreshments.
8. The risk of spread of Covid-19 is greater in confined spaces due to the risk of significant air and surface contamination. Masks must 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.
9. Volunteers will be provided with tasks that allow them to work 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.
10. 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 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 must wear a mask and minimise the time spent closer than 2m.
11. Groups of volunteers should not mingle outside of their own bubble of maximum size of six people.
12. Volunteers should bring their own face coverings and must wear these when working in close proximity to others.