

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

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

Reviewed by:

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Introduction

This SWOW document has been produced to provide guidance on 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.

Any volunteer who is self-isolating because they or a household member is unwell with Covid-19 symptoms MUST NOT ATTEND volunteer sessions.

To adhere to Government guidance volunteers must follow these rules:

1. 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 thought to be greater in confined spaces. On that basis the number of people allowed in the Apple Packing Shed at any one time should not exceed two people who must maintain the 2 metre social distancing rule at all times.
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.
11. Groups of volunteers should not number more than two households wherever possible and gathering for social chats is to be discouraged.