



## Covid Risk assessment

**Company name: Norfolk Wherry Trust**

**Assessment carried out by: M Hills**

**Date of next review: 01/05/21**

**Date assessment was carried out: 30/11/20**

Based on Guidance for the safe use of multipurpose Community Use Facilities 24/09/20. New Tier Structure 2/12/20.

To cover maintenance operations at base.

What are the areas of concern?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Social Distancing and Capacity</b>	All volunteers, by close close contact with others who have the virus.	<p>For virtually all tasks, 2m social distancing can be maintained.</p> <p>Tasks are scheduled to avoid proximity.</p> <p>Where volunteers are within 2m, face coverings must be worn.</p> <p>Key pinch point for distancing is the</p>				

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		<p>path alongside Albion; if working on Albion the the one way system should be followed. The main door is not be used for entry to the shed from the car park end.</p> <p>Externally, no practical constraint on capacity. Internally able to have at least three groups of 6 plus a one way system through the shed. If parts of the shed are in use, the maximum number and size of groups inside will be reduced to fit the space available.</p> <p>Key holder to ensure number and size of groups attending is limited and an appropriate one way system in place.</p> <p>Contractors coming to site should</p>				

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		provide their own risk assessment and need to liaise with a key holder about our assessment.				
<b>Cleaning</b>	All volunteers, contaminated by touching surfaces that have the virus.  Disposal of rubbish.	The base is used for up to three hours, once a week on Thursday.  Only one person is responsible for drink preparation, opening the doors and switching on and off the lights.  We use Individually wrapped biscuits only to avoid touching another's food.  Tables and chairs will be left out so only the person sitting down will touch the chair. Hand sanitiser is available in the area and at the table.  Tools are not often shared.				

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		<p>Hence there are no common touch points that need regular cleaning.</p> <p>The base is quarantined between work parties, so a Covid specific cleaning regime is not required.</p> <p>If the base is used at any other time, the key holder responsible will instigate their own cleaning regime, taking in to account when the base was last used and clean it after use.</p> <p>Rubbish is burnt or put out for collection after a suitable period. If someone is taken ill at base, then specific procedures will need to be followed, these are documented on the Covid noticeboard.</p>				

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<b>Hygiene and face coverings</b>	All volunteers	<p>If just working on the boat, the sheds are purely used as a corridor to make the one way system work better. In this mode the doors are fixed open. This means that we can have a one way system to prepare the boat. Only one person will be inside at one time.</p> <p>When we will use the shed as a workshop rather than a corridor, face coverings will need to be worn when entering the shed.</p> <p>The notice board on entry reflects current rules.</p>				
<b>Vulnerable people</b>	Risk to individuals volunteering.	We are not inviting those who are shielding to attend a work party. As rules frequently change, we do not				

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		<p>maintain a central list but require the individuals to self identify.</p> <p>Volunteers over 70 and those that consider themselves vulnerable, can attend at their own discretion.</p>				
<b>Toilets</b>	Risk to users and others.	<p>The toilet is infrequently used by a small number of individuals, so there is no queueing although there is marked space outside. Washing facilities and hand sanitiser are available in the cubicle. Sanitiser is also just outside the door.</p> <p>The toilet is quarantined between work parties.</p>				
<b>When using tools</b>	Others in workshop.	If noisy machinery is being used, volunteers should not talk until they are a sufficient distance away that				

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		<p>they do not need to raise their voices.</p> <p>Volunteers should self assess the risk of wearing of masks if they are carrying out tasks involving sharp tools or which cause glasses to steam up.</p>				
<b>Track and trace</b>	All volunteers.	<p>Currently the individuals at base are as agreed by the key holder.</p> <p>The list of individuals attending is emailed to the chairman after every visit. This can be used for track and trace. This is in addition to the QR code displayed at base.</p>				
<b>Travel and parking</b>	All volunteers.	Individuals either walk, cycle or come in their own car. There is no				

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		sharing and no use of public transport. Arrival times are staggered.				
<b>Groups</b>	Risks of a large group of volunteers congregating together socially.	Attendees will be assigned to a group on arrival depending on the work they are going to do. These groups are a maximum 6 people and there is no 'mingling' or socialising between groups. Within the group there will be social distancing unless members of the group are from the same household or bubble. If Base and volunteers are in Tier 1, breaks can be taken inside sitting in groups. If base is in Tier 2, breaks must be taken outside, in groups. In Tier 3, base must close for anything except emergency maintenance.				

**Guidance for the Safe Use of multi-purpose Community Facilities:**





<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

**Guidance for the public on the phased return of sport and recreation**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

**Guidance for cleaning premises contaminated by suspected COVID-19:**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

**Poster certifying an employer has taken steps to ensure premises are COVID-19 secure:**

<https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure-accessible.pdf>

**“Catch it, Bin it, Kill it” Poster:**

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>