

Every Cloud's Coronavirus Risk Management Plan.

This is to inform the council, our members, volunteers and customers how we are managing risk and protecting people at Stanton Country Park.

Our references are the HSE's core guidance on managing risk/working safely during the coronavirus outbreak and the government guidance for Ice-Cream sellers during the coronavirus outbreak.

We undertook a risk assessment on Sat July 11<sup>th</sup> 2020 to identify the following:

1. What activity or situation might cause transmission of the virus;
2. Who could be at risk
3. Decide how likely its is that someone could be at risk
4. Act to remove the activity or control the risk.

#### Farmhouse Tea-room, Gallery and Shop, Kitchen and Craft room

These physical spaces are all very small and the front entrance of the Farmhouse constitutes a real 'pinch point' for both customers and EC personnel. At the same time, with many more visitors to the park, and potentially the Tea-room, this would also increase the risk of transmission of the virus. EC has therefore taken the decision not to open any of the above facilities unless and until social distancing is lifted. Consideration has also been given to the older age of many of our volunteers for whom the risk is higher.

#### Farmhouse Garden

Every Cloud is continuing to maintain the garden which generally speaking is open to the public when the park is open.

We are managing risk by limiting number of people engaged in the garden at any one time to 6. They may be gardening or engaged in a therapeutic art activity. Weather permitting, this takes place regularly on a Thursday morning and notices are posted at all entrances to the garden to explain to visitors to the park that the garden is closed for EC members only from 10.30 – 12.30. The WC in the kitchen of the Farmhouse is only accessible to those engaged with EC and a cleaning regime is in place alongside hand washing reminders and hand sanitisers, to reduce the risk of transmission of the virus.

Forgotten Kingdom: this is closed until further notice.

#### Workshops

The print studio is a small physical space and as with the Farmhouse, we are suspending all craft workshops for the foreseeable future.

However, this studio offers EC an opportunity to create a simple 'kiosk in the courtyard' from which to sell ice-creams and juice to visitors to the park, with an appropriate risk management plan that comprises the following elements:

### **1. Minimising contact with the customers by**

Placing the purchases on a tray which is loaded inside the workshop direct the from the fridge/freezer;

All the items for sale are pre-packaged.

The tray is handed to the second volunteer standing outside of the workshop and this volunteer places the tray on the counter. Customers are invited to take their purchases from the tray themselves.

A second table is placed in front of the counter to help maintain social distancing and any unnecessary contact;

Card payments are facilitated, or the correct cash can be tendered. To aid cash transactions we have a simple pricing structure of 50p for juice cartons and £1 for all ice-creams and a jar into which customers can drop the coins.

Hand sanitisers are used by both volunteers between every transaction.

### **2. Limiting risk for volunteers by:**

Operating the service with just 2 volunteers – one inside the workshop and one outside the workshop. A third volunteer may be deployed as a 'floating' volunteer outside in the courtyard to monitor and reinforce procedures for EC personnel and customers alike.

The workshop door is fixed fully open to maximise the ventilation inside of the workshop.

All PPE equipment is provided free for volunteers and they are advised on its use.

Handwashing is available in the workshop with information displayed to advise volunteers "how to wash your hands properly".

Hand sanitiser must be used after every transaction, by both volunteers.

If personal stress and anxiety, or its converse, complacency and non adherence to procedures, is identified, the volunteer will be supported to withdraw from the role;

A cleaning regime is in place for the sink unit and all surfaces used in providing this service.

### **3. Advice and facilities for customers**

As customers enter the court yard they will see a 'route' to the kiosk defined by a chalk board A frame with a description of what we are offering for sale so that a choice can be made before approaching the sale point;

Thereafter there is a notice on a post reminding customers about maintaining social distancing.

Then there is a table with a hand sanitiser for customers use before and after any purchase;

Two litter bins are optimally positioned away from the counter to collect wrappings and cartons. In closing the kiosk each session, the sacks are removed to the council bins by one volunteer using disposable gloves.

Opening hours of the Kiosk are limited to Thursday mornings 10.30 – 12.30 and Saturday afternoons 2 – 4. A decision was taken not to open on Sundays as the busiest day of the week, as we may find it difficult to ensure social distancing if a queue builds up.

This Risk Management Plan is open to review at any time if the council, members or volunteers of EC or customers express any unease or wants to make positive suggestions.

Please see accompanying illustration of the plan of the kiosk operation.

#### Woodwork Shop

Individual crafts members share this workshop space with the Swindon Group of Tools for Self-Reliance (TFSR) who are a 'corporate' member of Every Cloud. The Tools group has exclusive use of the workshop on Friday mornings and recently re-opened in response to a request from the national TFSR Charity who issued guidance in developing a comprehensive and appropriate risk assessment & risk management plan pertinent to their activities.

#### Limiting risk for Volunteers.

With a membership of 6 volunteers, all of whom are not young in years, regularly attending, the group has split into 2 teams of 3 volunteers to ensure social distancing in the workshop. As a reminder, a 2m tape is displayed along the workbench. The teams alternate fortnightly so the project is able to operate weekly.

Weather permitting one volunteer will actually work outside. The workshop door will always be pinned back to increase ventilation inside the workshop

Face masks will be provided and worn at all times in the workshop. Hand sanitiser and disposable gloves are also provided.

Flasks have been purchased to those without, to facilitate a hot or cold drink for all during the session.

Occasional group meetings are held in the Farmhouse Garden or courtyard to ensure social distancing.

Limiting risks for members of the public as:

1. Donors of tools to be refurbished.

Donations of tools can be dropped off any Friday morning. A specific 'drop off' point is specified outside of the workshop and donors are asked to place their tools here.

Should donors require assistance in unloading their tools, a nominated volunteer who will be wearing disposable gloves will help them.

The donor's name and contact telephone details will be recorded for potential 'track and trace'.

Hand sanitiser will be available for use by the donor at the drop off point.

At the end of the session the donated tools will be safely moved into the workshop and not re-handled until the following Friday.

2. Customers

On the first Friday of each month, tools for sale to the public will be available from trestle tables placed outside the workshop in the courtyard. The tables will be connected by hazard tape to prohibit access to the workshop.

As customers arrive and approach the sales tables they will be re-minded of social distancing and provided with a hand sanitiser station, paper towels and disposable gloves. A bin will also be provided.

All the volunteers may attend if they wish, as long as this is consistent with procedures above: ie 2 or 3 volunteers may work in the workshop and one nominated volunteer will manage the sales point outside, wearing gloves and providing a jar into which the customer can drop in an agreed donation per item.

Volunteers from the 'second' team will be in the courtyard and allocated to receive any donations, advise on the sale items and oversee procedures.

Regular reviews are conducted.