



As an employer, we must protect people from harm. This includes taking reasonable steps to protect our staff, volunteers and any visitors to the farm from coronavirus. This is our COVID-19 risk assessment to help manage risk and protect our people. In the assessment we have tried to:

- Identify what work activity or situations might cause transmission of the virus
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this isn't possible, control the risk

Company name: Densholme Farm Action/ Densholme Care Farm

Assessment carried out by: Rachael Fell-Chambers/ Denys Fell

Date assessment was carried out: 10<sup>th</sup> August 2020 [UPDATED: 25<sup>th</sup> April 2021](#)

Staff Consultation was carried out: 21<sup>st</sup> August 2020

What are the hazards?	Who might be harmed and how?	Controls in place	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately.		Signage encouraging hand washing is visible on arrival at the farm. Signs are up to remind people to wash and sanitise hands and not touch their faces.	Put in place monitoring and supervision to make sure people are following controls.	All staff	Ongoing
	Staff	Hand sanitiser (80% alcohol) is located upon entrance to the farm and around the farm for all to use. Signs accompany this.	Provide information to our staff/clients about when and where they need to wash their hands.	DF	Upon opening and induction of new staff
	Clients	Hand sanitiser dispensers are located on entrance to the classroom, barn and animal husbandry building. All staff/clients are to use these stations when entering or exiting a building.	Identify if and where additional hand washing facilities may be needed.	DF	31.7.21
	Volunteers	Hot water, soap and drying facilities available at all wash stations.	Make sure people are checking their skin for dryness and cracking and tell them to report to DF if there is a problem.	DF	Ongoing
	Work experience	Posters on how to wash hands properly are displayed at wash stations.	Consider purchasing thermostatic hot water dispensers.	MF/RW	31.05.21
	Visitors	Replenishing hand washing/sanitising facilities occurs daily.		Alicia	Ongoing
		Encourage good respiratory hygiene: cover mouth and nose with bent elbow or tissue when cough or sneeze - dispose of tissue and wash hands immediate.	Tissues to be available around the site.	All staff	Ongoing

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus in common use high traffic areas such as the classroom, corridors, toilet facilities, entry/exit points to facilities, and other communal areas		As the risk of transmission is lower outdoors, activities should take place outdoors as often as possible and when it is safe to do so.	Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems.	All staff.	Ongoing.
	Staff	We have identified areas where people will congregate and areas where there are pinch points meaning people can't meet the social distancing rules, eg kitchen area, toilets	Stagger breaks so only small groups are together.	All staff.	Ongoing.
	Volunteers	All staff, visitors and clients asked to wear masks when in the classroom.	Tools to be sanitized before and after use.	All staff.	Ongoing.
	Clients	Temperature checking all clients when arriving at the farm. Temperatures to be recorded by staff member.	Staff briefings to be held outside where possible.	All staff.	Ongoing.
	Visitors	We have reconfigured seating and tables to optimise spacing (social distancing rules) and reduce face-to-face interactions.	Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should	All staff	Ongoing.
	Work experience	We have put in place a one-way system when arriving at the farm and using the classroom is in place to manage the flow of people moving around workplaces and to allow social distancing rules to be met.			
	Drivers coming to the farm				

	<p>There is a maximum occupancy numbers for the classroom is 6 and for the animal barn 3.</p> <p>We have identified areas and equipment where people will touch the same surfaces, such as in kitchens, kettles, shared condiments, tools.</p> <p>We have identified areas and surfaces that are frequently touched but are difficult to clean. We will keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier. Extra bins have been purchased.</p> <p>We have removed items that are hard to clean, such as those with intricate parts, and removed soft furnishings (e.g. books, resources). Non-absorbent seating chairs have been purchased and fabric chairs removed.</p> <p>New wipeable tables have been purchased for the classroom.</p> <p>Staff/Visitors are asked not to bring personal belonging to the farm.</p> <p>Non-fire doors are open to reduce the amount of contact with doors and also potentially improve workplace ventilation.</p> <p>We have provided personal space in the office, for people to keep personal belongings in so that they aren't left in the open.</p>	<p>Double bagging to occur for any PPE/ tissues etc...</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>Cleaning products are in place (eg surface wipes, detergents and water etc) and where they should be used.</p> <p>All staff to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>Paper towels and hand driers are in place – no tea towels or cloths.</p> <p>More bins have been provided and are emptied more often.</p> <p>Regular cleaning regimes occur to make sure high traffic communal areas are kept clean. A daily rota is in place.</p> <p>Daily deep clean occurs once everyone leaves the farm.</p> <p>System in place to clean and protect staff/ visitors if someone develops symptoms of coronavirus in work. Response process written and available online for all staff/volunteers.</p> <p>Any breach of the 2-metre rule is to be kept to the absolute minimum and for the shortest period of time possible.</p>		<p>Alicia/ MF</p> <p>Alicia</p> <p>All Staff</p> <p>All Staff</p> <p>Alicia</p> <p>MF/RW</p>	<p>Daily and between clients</p> <p>Isolate person in office</p> <p>Ongoing</p>
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	<p>Track and trace record sheet in place at the hand sanitizer arrival station. Sheet to be replaced daily and filed securely for 30 days.</p> <p>Staff toilet identified. Another for clients/visitors. Signage in place.</p> <p>Fridges/kettles in the classroom are to be cleaned thoroughly every evening.</p> <p>All crockery or cutlery to be placed in the dishwasher straight after usage and nominated staff member to put on a high temperature wash set every evening.</p> <p>New dishwasher in place.</p> <p>Staff are to use their own personal crockery or cutlery and are to ensure it is cleaned and sanitised immediately after use. At no time should crockery or cutlery be shared.</p> <p>All staff/visitors/clients will be asked to bring their own food and refreshments.</p>		<p>All Staff</p> <p>Alicia</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing.</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading the virus by not social distancing	Staff Clients Volunteers Work experience Visitors	<p>We have identified places where, under normal circumstances, staff would not be able to maintain social distancing rules.</p> <p>We have placed markers on the floor at 2 metre intervals.</p> <p>We have a clearly marked one-way system in place upon arrival and around the classroom.</p> <p>We have staggered start/end times for all clients.</p> <p>We are limiting the number of people on site at one time to 6.</p> <p>One person in the admin office at any one time.</p> <p>The classroom will be ventilated by the bi-folding doors remaining open all day.</p> <p>Display signs are situated around the</p>	<p>Provide information, instruction and training to people to understand what they need to do.</p> <p>All staff to undertake the preventing disease online training course prior on returning to work.</p>	DF/MF  All staff       MF/RW	Ongoing.  Before return to work date.       Ongoing

		<p>farm to remind people to socially distance.</p> <p>PPE (gloves/face masks) are available for those staff and visitors that require it or forget to bring their own.</p> <p>There are sufficient parking spaces for visitors to park away from each other.</p>	<p>We note face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them we will support them.</p>	<p>MF/RW</p>	<p>Ongoing</p>
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Increased risk of infection and complications for vulnerable staff/clients	Staff Clients Volunteers Work experience Visitors	<p>We have identified who in the staff team or clients are one or more of the below:</p> <ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable</li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> <li>➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)</li> </ul> <p>Staff are aware of the need to notify the supervisor that they fall into one of these categories, eg they start chemotherapy or are pregnant</p>	<p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures.</p>	RFC  DF/RFC  DF/RFC	Ongoing  Ongoing  Ongoing