



THE HANNEYS FLOOD GROUP COVID-19 Safe Guidelines for Working Parties

Date of Issue: 1st August 2020

The aim of this guidance is to lay out measures to ensure volunteers undertaking practical working parties can do so safely and in line with current Government guidance.

We will need to work differently than in the past. We will need to adopt new and different working practices which work party Team Leaders will need to ensure are followed.

Social distancing and good hygiene are central themes in providing a COVID-19 safe working environment. The associated HFG Risk Assessment and HFG Returning to Volunteering Considering COVID-19 and Social Distancing documents provide the rationale and the measures to be put in place to achieve this. The health and safety of the public, our volunteers and their families must not be compromised at any time. If an activity cannot be undertaken COVID-19 safe it should not take place.

It is essential that anyone who may have been exposed to someone with COVID-19, or is concerned that they may have symptoms themselves, does not come to working parties and follows public health guidance on self-isolation. We need to remind ourselves at every opportunity of the guidance which is aimed at protecting volunteers, their families and the UK general population. Refer to the NHS or Government websites for up-to-date information.

The summary below highlights the key considerations and measures to be applied across all The Hanneys Flood Group's activities to maintain a COVID-19 safe environment.

- 1) Care should be taken in the planning of tasks that have the potential for close working. For example, removing large trees from the Brooks, clearing ditches, culverts, etc.
- 2) The HFG COVID-19 Working Party Guidelines should be used in conjunction with the safety briefing that is verbally issued before every working party. Measures identified in the risk assessment are designed to enable a safe working environment for everyone and should therefore be followed closely.
- 3) All volunteers should be given the opportunity to discuss concerns or specific needs with the Team Leader.
- 4) Working parties should be organised to allow for social distancing and to maintain a high standard of hygiene.
- 5) Group sizes should be kept to a maximum of 8 volunteers with splitting into sub-groups of two wherever possible. Larger groups can take account of households who live together.
- 6) All volunteers should wear gloves and have access to other appropriate Personal Protective Equipment (PPE). Volunteers may bring their own work gloves.
- 7) Good hygiene and particularly increased hand washing and hand sanitising are key factors in preventing the spread of COVID-19. All volunteers must bring their own hand sanitiser for use at the beginning and end of each working party and wash their hands thoroughly when they get home.
- 8) All tools and equipment should be sanitised, clean, adequately maintained and safe to use with sharing of equipment avoided as far as possible.
- 9) Volunteers must catch coughs and sneezes in tissues or cover their mouth and nose with a sleeve or elbow, not their hands.

Adequate first aid equipment should be carried by the Team Leader. This includes a bottle of clean water to wash wounds and a small bottle of hand sanitiser for first aid use only.

Responding to Accidents and Incidents

In an emergency, for example an accident, people do not have to stay 2 metres apart if it would be unsafe or if it would cause greater risk – for example if someone needs first aid.

COVID-19 specific PPE provided for working parties by The Hanneys Flood Group

Work gloves – individual volunteers may bring their own gloves.

Disinfectant spray and cloths for cleaning tools.

Infection prevention packs (disposable gloves, masks and sanitiser) for first aid kits.

Bin bags for disposing of waste.

Face masks and face coverings will be down to the discretion of individual volunteers and are not provided by The Hanneys Flood Group.