

## METHOD STATEMENT FOR WORKING WITH VOLUNTEERS DURING COVID-19

### ACTIVITY

Public volunteering tasks during COVID-19 outbreak

### DESCRIPTION

Working with members of public as volunteers carrying out various conservation-based tasks & other volunteering activities. Reducing the risk of spreading the COVID-19 virus during the activities

### RESPONSIBILITIES

To reduce the risk of contracting the COVID-19 virus or cross contamination of people & items

### TASK ASSOCIATED HAZARDS

- Contamination of surfaces & transfer of virus via people touching and moving items.
- Transfer of virus to face or other surfaces.
- Individuals not observing social distancing guidance
- Person taken unwell during or subsequent to the task & showing signs of COVID-19.
- Face masks, gloves & other PPE
- Tools
- Busy sites or locations

### WORK PROCEDURE AND CONTROL MEASURES

- Volunteers will be asked to contact nominated task leaders prior to task to book a place to volunteer. Anyone who is deemed to be in the more at-risk groups, or who live with those who may be, will be advised not to attend the task.
- COVID-19 specific safety talk to be carried out at the beginning of activity & reference made to the associated Risk Assessment
- Volunteers reminded about COVID-19 signs & symptoms, social distancing measures & given any current updates according to Government guidance.
- Hand washing facilities should be freely available to use. Ideally hand washing facilities with soap and hot water is preferable. However, where this is not possible sanitiser gel should be available.
- Access to hand drying facilities or paper towels to be, made available.
- Regular reminders about the hand washing protocol - how to wash hands properly, for recommended time & importance of proper drying & safe disposal of paper towels.
- Participants reminded to catch coughs or sneezes in paper tissues & how to correctly dispose of afterwards.
- Any tools will be allocated to individuals at start of task (where possible) & they will work with only those tools during task. They will also be responsible for thoroughly cleaning & sanitising their tools at the end of the task.
- Where tools have to be shared, they will be used only if the individual is wearing the appropriate PPE (gloves) and will be thoroughly cleaned between use.
- Groups to be limited in participants & task hours depending on task & site

## PPE REQUIREMENTS

- Volunteers will be allocated gloves before the task which they will keep & be responsible for – they will thoroughly clean & sanitise the gloves before each task.
- The wearing of face masks has not been officially recognised as protecting the wearer from contracting COVID-19. There may be a limited use in stopping the spread of COVID-19 from an individual already infected depending on the type/style/quality of mask. Therefore, volunteers will not be supplied with face masks. However, volunteers are welcome to wear their own mask if they maintain the personal hygiene protocols.

## MANAGEMENT ARRANGEMENTS

Groups &/or individual volunteers will be managed by a nominated task leader – in most cases this will be an NCC officer.

## MONITORING ARRANGEMENTS

- Busy sites, locations & times of the week/day should be avoided.
- If necessary, volunteering sessions will be reduced in time and/or frequency.
- Tasks should be dynamically risk assessed & if areas become too busy to maintain safe social distancing then the activity will be stopped or cancelled.
- Groups monitored to ensure they work safely & maintain social distancing measures.
- The nominated task leader will record details of all those attending task & participants will be reminded that this information will be used in the event of test & tracing measures becoming necessary.
- Nominated task leaders will monitor the group for signs of illness & anyone showing signs of COVID-19 during task will be asked to leave immediately & advised to return straight home, self-isolate & seek current medical advice.
- Volunteers who show symptoms of COVID-19 after a task should contact the nominated task leader ASAP. The task leader in turn will contact all other participants to update them & contact their own H&S team for information & advice. They will pass on the individuals' details for test & trace purposes.

## FIRST AID PROVISION

In the event of first aid needing to be given during the task the nominated first aider should follow the current guidelines given by <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals> and <https://www.resus.org.uk>

## WELFARE PROVISION

Records of all participants in tasks will be taken & kept by the nominated task leader who, in the event of it being deemed necessary, will pass details on for use in task & trace purposes.