

# Coldharbour Mill Trust Ltd

## COVID-19 Risk assessment – Outdoor Working

Company name: Coldharbour Mill Trust Ltd.

Assessment carried out by: P.Holdway-Bradley

Date of next review:31/08/2020

Last Review: 31/07/2020

Covid-19 is a new disease that can affect your lungs and airways. It is caused by a novel coronavirus called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2). Symptoms can be mild, moderate, severe or fatal. This Risk assessment lays out the actions set out by Coldharbour Mill Trust Ltd to minimise risk to our staff and volunteers once the government advice allows us to re-enter the workspace. Prior to this the Mill has been closed to all volunteers as the government guidance enforced.

What are the hazards?	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>Travelling to Coldharbour Mill</b>	Any Staff & Volunteers	Currently we are not allowing volunteers on to the site to minimise risk	Advising all Staff & Volunteers to avoid public transport and use other methods of transport i.e. walking, cycling, own car.	GM	22/06/2020	✓
<b>Arriving at Coldharbour Mill</b>	Any Staff & Volunteers	Currently we are not allowing volunteers on to the site to minimise risk	A Hand sanitisation facility will be provided after crossing the bridge from the car park, this should be	GM	22/06/2020	✓

# Coldharbour Mill Trust Ltd



What are the hazards?	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
			<p>used by all volunteers entering the premises and can be used on exit too.</p> <p>We will be installing a new fob based clocking-in system which will be hosted in the 'Café' this is a touchless system to minimise risk for volunteers and will allow us to track the amount of volunteer hours at the mill.</p>			
<b>Face Coverings</b>	Any Staff, Visitors & Volunteers	Face Masks have previously been available	Face coverings must be worn at all times inside any building on the Coldharbour Mill Property unless exempt (please see list of exemptions in the Covid-secure working document)	GM	31/07/2020	✓
<b>Access to handwashing facilities</b>	Any Staff & Volunteers	We currently provide handwashing	We will install hand sanitisation facilities in the following areas:	GM	22/06/2020	✓

# Coldharbour Mill Trust Ltd



What are the hazards?	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
		facilities in all toilets and the staff room.	Entrances to level 2,3,4 of the Mill, 2 in the shop/reception area, the entrance to the offices, 1 at the entrance bridge from the car park, entrance to the Tea room, upon entrance to other areas i.e. Steam complex – This is to encourage sanitisation before entering a new area of the building. This will also include signage in these areas.			
<b>People not observing Social Distancing guidance</b>	Any Staff & Volunteers	We are not allowing volunteers on site and staff are strictly adhering to social distancing	We will advise all volunteers to observe strict social distancing. We will install new signage to the building reminding everyone to keep their distance from other staff and volunteers. We will advise all volunteers to	GM	22/06/2020	✓

# Coldharbour Mill Trust Ltd



What are the hazards?	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
			remain in their work spaces and not venture into unnecessary areas where they could come into contact with more risk. Were social distancing is not possible appropriate PPE will be provided.			
<b>Uncleanliness of work areas and equipment</b>	Any Staff & Volunteers	Areas are regularly cleaned	Thorough cleaning of all areas will be completed prior to volunteers arriving for the day. Outdoor workers will be provided with gloves for handling shared equipment and disinfectant wipes for sanitisation of equipment after use. All volunteers and staff will be regularly reminded to avoid touching their face while working especially when wearing gloves to avoid	GM	22/06/2020	✓

# Coldharbour Mill Trust Ltd



What are the hazards?	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
			contamination of surfaces and equipment though conversation with Staff and signage.			
<b>Use of Common Areas</b>	Any Volunteers & Staff	Staff room and toilets are cleaned prior to the start of all volunteer shifts and regular checked and cleaned throughout the day.	<p>Handwashing facilities are provided in these areas in addition we will install hand sanitisation dispensers outside of these areas to encourage cleaning on entry.</p> <p>New volunteer Tea Room set-up in what was the café to allow more space. Maximum of 10 persons should be in this area at one time. This area will be wiped down regularly to avoid touch contamination.</p>	GM	22/06/2020	✓
<b>PPE</b>	Volunteers	We already provide PPE for workers who require it	We will continue to provide this as well as gloves for all volunteers who will require	GM	22/06/2020	✓

# Coldharbour Mill Trust Ltd

What are the hazards?	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
			<p>shared use of equipment, masks are also available as they are required for entering any building on the property</p> <p>A list of the current PPE provided by Coldharbour Mill Trust can be found in the 'Covid Secure Working Guidance'</p>			