**Site: [site name here] - Organisation [name here]**

The aim of this document is to show what we can do to **reduce the risk of transmission of covid-19** during volunteer gardening and conservation sessions.

**Check the lists below** before each volunteering session and make changes/updates where necessary.

1. **What are the hazards/risks? Have they changed since the last session?**
   1. Close contact with people
   2. Contact with hard surfaces – tools, buildings/sheds, gates
   3. Volunteers with underlying conditions/complicating factors
   4. *Other – anything special about your site?*

**Session leader to remind participants of this information at the start of the session**

1. **What we can do to reduce the risk? Are these still correct?**
   1. Handwashing, where available. (As a minimum before leaving home and as soon as returning home)
   2. Use of hand sanitiser – to be brought from home
   3. Wearing of face coverings as required by government guidance.
   4. Volunteers to bring and wear gloves (Rather than share organisation’s gloves)
   5. Bringing own tools from home and not sharing tools (where possible)
   6. Stay at least 2m apart from people you don’t live with
   7. Working independently or in family/household groups
   8. Attention to cleaning door/gate/tool handles (where relevant)
      1. [*Volunteer co-ordinator/session leader*] to be responsible for cleaning at the end of the session (where relevant)
   9. Short sessions to minimise the need for breaks
   10. Remind volunteers **not** to attend sessions if they are unwell and especially if they have a persistent cough or temperature or loss of smell/ taste.
2. **Volunteers particularly at risk after control measures**

During the covid-19 outbreak volunteers who are in the “shielded group” or people living in the same

house as people in the “shielded” should only participate in volunteering knowing the additional risks.

1. **Further control measures necessary**
   1. Continual monitoring of government advice and adjustment to risk assessment as needed

**Assessor: Name and position and date**

**Assessment checked by: Name and position and date**