

Friends of Tower Hamlets Cemetery Park

Registered Charity No.1107136 Company No. 5233 566
Soanes Centre, Tower Hamlets Cemetery Park,
Southern Grove, London, E3 4PX www.fothcp.org



HEALTH AND SAFETY – POLICY AND GUIDANCE FOR COVID-19 SAFETY MEASURES

1. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

THE FRIENDS OF TOWER HAMLETS CEMETERY PARK

Health and Safety at Work etc Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.
- To ensure that volunteers and members of the public can experience the park in safety.

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 The Board of Trustees

2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public (hereafter referred to as visitors). Details of Health and Safety Act will be provided to staff.

2.1.2 The Board of Trustees as the employer, has overall and final responsibility for health and safety matters regarding FoTHCP staff, volunteers and visitors of FoTHCP in Tower Hamlets Cemetery Park and Ackroyd Drive Green link (hereon referred to as "Tower Hamlets Cemetery Park"), Soanes Centre and Lodge.

2.1.3

- **Tower Hamlets Cemetery Park** is owned and managed by London Borough of Tower Hamlets, with whom the Board of Trustees will work closely to ensure that health and safety legislation is complied with.
- **The Soanes Centre** is where FoTHCP has its office, and is the building that FoTHCP works out of. The Soanes Centre is owned by London Borough of Tower Hamlets and is leased to and managed by SETPOINT London East, who grant use of space within to FoTHCP, and with whom the Board of Trustees will work closely to ensure that health and safety legislation is complied with.
- **The Lodge** is used for a variety of purposes and may be accessed by staff, volunteers and visitors. The Lodge is owned by London Borough of Tower Hamlets and is managed by FoTHCP.
- The Board of Trustees recognises that if an organisation (FoTHCP) shares a building with another organisation or other groups, it is a **legal requirement** that they all co-operate with each other in carrying out assessments

2.1.4 The Board of Trustees recognise that COVID-19 represents a unique set of health and safety challenges. This policy will sit alongside the existing Health and Safety policy for Tower Hamlets Cemetery-Park. As of May 2020 the UK government has instigated a five level alerting system. The health and safety policy and risk assessment approach will apply until the UK reaches Level 1 (Green). Higher levels (e.g. 4 and 5) will require severe restrictions on the public and the guidance will no longer apply. For these levels the trustees will agree how to maintain a skeleton service comprising of opening and closing the cemetery park, litter picking and bin emptying, offering guidance to the public of social distancing and checking the fabric of the cemetery park to deal with urgent issues. Managing health and safety in these situations will be handled via daily calls between key trustees and FoTHCP staff. The objective of the Board of Trustees will be to:

2.1.5 Objective: To reduce risk of COVID-19 to staff, volunteers and park user to the lowest reasonably practicable level by taking preventative measures, in order of priority.

2.1.4 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Cemetery Park Manager (Kenneth Greenway - the Health and Safety Officer) with support from the trustee responsible for Health and Safety (Toby Sibley). The Board of Trustees, management and Friends committee, where appropriate, informed about relevant health and safety matters.

2.2 All Employees

2.2.1 All employees have to:

- co-operate with supervisors and managers on COVID-19 health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.4 Staff Health Conditions

All staff will be contacted to assess if they have an underlying health condition that would condition whether they fall into a category of enhanced risk as identified by HMG:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Staff will be contacted to determine if they fall within a defined category for a clinically vulnerable person; this will include details of if they are living in a household that has a member classed as clinically extremely vulnerable. Staff have a duty to inform their line manager if health information changes.

2.5 Self-Isolation

If a staff member or a member of their household develops COVID-19 style symptoms as (listed on NHS Direct) then the staff member must self-isolate for 14 days and inform their line manager within 24 hours of symptoms developing. The line manager will organize a cascade of information to those staff members that could be impacted. Staff members must follow NHS Direct guidance relating to return to work following actual or suspected COVID-19 episode.

COVID-19 outbreaks amongst staff or volunteers must be recorded in the Health and Safety log book.

2.6 Hygiene

A new hygiene regime will be implemented for staff and volunteers.

- A new cleaning regime will be implemented that will include enhanced cleaning of all surfaces touched of a regular basis (door handles, objects that are regularly used, etc) with anti-bacterial cleaning products (e.g. bleach spray). Cleaning will be prior to start of working day and intra-day. Staff will be expected to undertake some cleaning activities during the day.
- Handwashing facilities will be provide for staff and visitors entering the Soanes center or the Lodge. All staff and visitors must wash hands for 20 seconds or use hand disinfectant before and after exiting a building on site. All staff must wash hands after handling objects used recently used by other people. All staff must wash hands after using the toilet or washrooms.
- Frequent handwashing or use of hand gel is encouraged. Effective handwashing cuts risk of infection by a third.
- FoTHCP will provide hand gel for staff to use when they do not have access to hand washing facilities.
- Paper towels will be provided for hand drying purposes. Communal towels and drying cloths will not be used.
- Plastic and stainless steel surfaces will be subject to additional cleaning. Commonly touched areas will be identified and subject to additional cleaning.

2.7 First Aid

Staff must familiarise themselves with Red Cross guidance on administering first aid during COV-2 epidemic. Guidance can be found at the following link: [British Red Cross](#)

2.8 Staff Rotation

The current FoTHCP office cannot accommodate social distancing requirements which require staff to be separated by 2 metres. To ease spacing issues FoTHCP staff will be limited to only two staff members being onsite per day. The Park Manager will construct a rota to manage attendance by staff and provide suitable work for the staff member not on site. This will enable to staff to work from home on a regular basis while still performing duties required by FoTHCP.

2.9 Safe Office Working

To maintain a safe office working environment the following measures will be taken:

- Additional desk space will be used in the Soanes centre 'Training Room' to allow staff to physically distanced. One staff member will be seated in each room on a rota basis.

- Volunteers and visitors will not be allowed into the FoTHCP office. A poster will be placed on office door to remind volunteers to not access the office. Staff may close the office door if they wish but not lock it while they are inside.
- FoTHCP will not require staff to meet indoors. Outside meetings will be encouraged with staff located two metres apart.
- Staff should use electronic devices and telephones as their primary means of conversation as much as possible
- Signs will be posted at doors and gates asking people to maintain two metres separation and give way to others coming through first. Two metres indicators (floor tape, paint, etc) will be used to guide staff and visitors.
- Limit the sharing of office stationary and computer equipment as far as is possible. Encourage cleaning of equipment where possible. Staff should carry their own pens, etc.
- Staff will be encouraged to take breaks and eat lunch either at their desks or outside the Soanes centre. Staff will be encouraged to bring their own food and drink rather than make use of the kitchen facilities within the Soanes centre.
- Signs instructing visitors on social distancing guidance will be displayed in foyer. All visitors to cemetery park buildings that report COVID-19 symptoms will be asked to leave.
- Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.
- Limit contact with package or goods delivery staff. Any visitors (contractors, deliveries etc) are to wait outside of the building whilst a staff accommodates. I.e. takes parcels from the outside, or provides contractor keys whilst the contractor is outside of the building.
- Staff will be issued with individual keys for all building and locks to minimise transmission through touch.

Based on HMG Guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

2.10 Safe Working in the Park

- Staff must (where possible) stay two metres away from park users and other staff members when working in the cemetery park.
- Tasks that involve two members working closely together should be planned to help minimise amount of time that staff work together closely
- Staff working on or near to paths should use cones to highlight that park users should maintain their distance
- Face to face discussions with park users should be minimised and must be conducted more than two metres apart
- Staff will be allocated personal gloves for use when working with equipment unless gloves will introduce additional risks. Staff (where possible) will be allocated personal tools and equipment for use.
- Tools that are shared on a regular basis should be washed or cleaned with anti-viral cleaning product.
- Designated drop-off point will be established with two metre markings for staff to wait for pick-up
- Litter must be picked up with a litter picker or gloves and staff must wear gloves when handling refuse sacks
- If there has been a blood or bodily fluid spill Keep people away from the area. Decontaminate with bleach solution if the area cannot be left.

Based on HMG Guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

2.11 Safety for Visitors and Volunteers

- Signs will be placed on all entrances to the cemetery park reminding people of social distancing guidelines inc. need to move to one side of a path when passing people.
- Two metre spacing guidance will be marked at entrance
- Dogs should be kept on a lead at all time
- Staff should advise public of social distancing measures but not attempt to enforce them. Staff should call the police in the event of verbal or physical abuse arising from enforcing social distancing measures.

Annex A – Risk Assessment Form

Risk assessments will be produced for scenarios related to the activities that FoTHCP expect to carry out. Current scenarios include:

- Office Working
- Park Maintenance
- Volunteer
- Forest School

Activity Name: Office Work

Risk Assessment Performed by: Toby Sibley

Date of risk assessment: May 2020

ACTIVITY	HAZARD	WHO MIGHT BE HARMED	PRECAUTIONS	RISK LEVEL
Office Working	Contract COVID-19 in the office environment or infect a co-worker.	FoTHCP staff	Follow COVID-19 health and safety policy	○ Low/Medium

ACTIVITY	HAZARD	WHO MIGHT BE HARMED	PRECAUTIONS	RISK LEVEL
Working in CP	Contract COVID-19 while working outdoors or using Soanes Centre facilities.	FoTHCP staff	Follow COVID-19 health and safety policy	○ Low

ACTIVITY	HAZARD	WHO MIGHT BE HARMED	PRECAUTIONS	RISK LEVEL
Volunteers working in CP/Fairfoot Park	Contract COVID-19 while working outdoors or using Soanes Centre facilities.	FoTHCP staff or volunteers	<p>Follow COVID-19 health and safety policy.</p> <p>In addition the following controls will be put in place:</p> <ul style="list-style-type: none"> • Encourage handwashing on arrival, when using the toilet and before eating • Enhanced cleaning of areas that volunteers will use - this is likely to be the same areas identified for staff to do the mid-day clean • No sharing of implements, tools or similar without washing or disinfectant. • Tool and equipment cleaning equipment (e.g wash basin, bucket with soapy water, etc) must be provided and be easily accessible. • All volunteers must provide address and telephone numbers where they can be reached. GDPR notice to be provided at booking that details will be kept for 2 weeks and handed to track and trace services upon request. 	○ Low

			<ul style="list-style-type: none"> • Volunteers must follow HMG guidance on isolation if they or someone in their household becomes ill. • No shared tea, coffee, biscuits (etc) • Take handwashing containers with tap, soap, paper towels and bin bags if working at distances too far to walk to handwashing facilities • Volunteers will stick to the same task where possible to avoid sharing tools (whilst managing the risk of the effects of fatigue) • Working with clusters of 6 volunteers and planning work to support social distancing. • The lead staff member arrives at the site before volunteers to organise the tools and hygiene measures. • When working in areas that the public use consider whether it appropriate to cordon off the work area with hazard tape where possible e.g. closing off paths • Volunteers bring their own gloves (we will give regular volunteers a pair of gloves). • Volunteers to be encouraged to stay 2 metres apart • Volunteer groups to be kept to groups no larger than six. • Volunteer sessions should be timed to avoid rush hour or other peak times for travel. 	
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ACTIVITY	HAZARD	WHO MIGHT BE HARMED	PRECAUTIONS	RISK LEVEL
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Forest School in CP	Contract COVID-19 while attending forest school.	FoTHCP staff or children attending forest school	<p>Follow COVID-19 health and safety policy.</p> <p>In addition the following controls will be in place:</p> <ul style="list-style-type: none"> • Handwashing facilities – encourage children to wash hands when arriving, using the toilet and before preparing or eating food. • Enhanced cleaning of areas that children will use - this is likely to be the same areas identified for staff to do the mid-day clean • Children to be kept in bubbles with a maximum of fifteen children. No mixing between bubbles. • No sharing of implements, tools or similar without washing or disinfectant. • All parents/caregivers for children that attend forest school must provide address and telephone numbers for a carer or parent. GDPR notice to be provided at booking that details will be kept for two weeks and handed to track and trace services upon request. • Bookings should be in weekly blocks i.e. no mixing of children each day into a new bubble • Use natural boundaries or tape of areas to discourage interaction between forest school attendees and members of the public • Parents and caregivers must follow HMG guidance on isolation if they or someone in their household becomes ill. • Children to be encouraged to stay 1 metre apart but make it clear to parents/caregivers that this is difficult to enforce with younger children. 	○ Low/Medium
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			<ul style="list-style-type: none"> • The lead staff member arrives at the site before forest school attendees to organise the tools and hygiene measures. • Take handwashing containers with tap, soap, paper towels and bin bags if conducting activities at distances to far to walk to handwashing facilities • Omitting equipment that is shared or that encourages close contact with the face e.g. binoculars. mirrors, hammocks, slack line and some mud kitchen resources. • Rope equipment removed. Ropes/string used for craft will stay with a single individual and given out on request. • No ropes to be used for group building/craft activities. • No group games/activities or den building. • Marshmallow/ S'mores and fire lighting packs will be provided for each individual, prepared with gloved hands in advance of the session. • No resources or craft products can be taken home. • If symptoms become evident then the staff will ask the child to sit two metres away from others and parents will be asked to collect the child ASAP. 	
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Annex B – Guidance on SARS-CoV-2 Surface Duration

<https://www.nejm.org/doi/10.1056/NEJMc2004973>