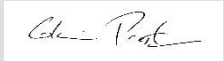



# Shropshire Wildlife Trust Covid-19 crisis risk assessment

**Outline of Hazard/Task: Staff designated to Work@Home**  
**Location / Grid reference and/or postcode: n/a**

*Risk assessments (RAs) consider hazards, risk levels and likelihood of occurrence associated with the Covid-19 crisis. Previous site or dynamic RAs in place must also be adhered to.*

**Reviews and sign off:**

<b>Working Group (WG) initial review</b>	<b>Date: 3.8.20</b>	<b>Quarterly review &amp; evaluation</b>	<b>Date: 1.10.20</b>
CEO (or designate) Print: Colin Preston	Signature: 	CEO (or designate) Print: Craig Baker	Signature: 
<b>Quarterly review &amp; evaluation</b>	<b>Date:</b>	<b>Quarterly review &amp; evaluation</b>	<b>Date:</b>
CEO (or designate) Print:	Signature:	CEO (or designate) Print:	Signature:

**General terms for all situations:**

Government guidance on Covid-19 Health & Safety precautions must be followed strictly:

**Wash hands** - Keep washing your hands regularly

**Cover face** - Wear a face covering in enclosed spaces

**Make space** - Stay at least 2 metres apart - or 1 metre with a face covering or other precautions

**Controls currently in place:**

n/a

**Additional Covid-19 controls required:**

<b>Hazards associated with Covid-19</b>	<b>Persons at risk (circle/highlight):</b> Staff / Volunteers / Contractors / Customers / Other	<b>Risk Level:</b> High / Medium / Low	<b>Likelihood of Occurrence:</b> High / Medium / Low	<b>PRECAUTIONS</b> To reduce risk level and likelihood of occurrence
Direct threat to staff health and wellbeing from transmission of Covid-19 while working@home	Staff, family, friends	Low	Low	Staff will practice effective social distancing while working@home and / or travelling to and around sites by keeping a safe distance of at least 2 meters & avoiding physical contact.

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



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				Washing hands regularly is mandatory.
Covid-19 spreads in droplets from nose or mouth when an infected person coughs, sneezes or exhales	Staff, family, friends	Medium	Medium	When coughing or sneezing, staff will cover their mouth and nose with a tissue or sleeve (not hands) and dispose of tissues immediately and safely.
Covid-19 survives up to 72 hours on hard surfaces including post & packaging delivered whilst working@home.  Consider that others in the home environment may be using your work space & equipment.	Staff, family, friends	Medium	Low	Staff will: <ul style="list-style-type: none"> <li>Wash hands regularly</li> <li>Use sanitiser (at least 60% alcohol) where appropriate.</li> </ul> Surfaces and other objects in use will be cleaned regularly with suitable cleaning materials.
Covid-19 enters the body via droplets or touching contaminated surfaces and then touching eyes or mouth	Staff, family, friends	Low	Low	As above plus: Face masks are mandatory for travelling on all public transport and therefore if travelling in relation to work.
Staff become ill or symptomatic whilst working@home	Staff, family, friends	Medium	Low	If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) staff will follow government advice to self-isolate for 10 days and inform their line manager.
Other people within the home environment become ill or symptomatic whilst staff member is working@home	Staff, family, friends	Medium	Low	If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) staff will ensure other people will follow government advice to self-isolate for 14 days and their inform line manager.
Work@home staff occasionally visit office buildings for work	Staff, family, friends	Medium	Low	Refer to SWT's RA for SWT Offices.
Work@home staff visit external meeting venue (s)	Staff, family, friends	Medium	Low	Adherence to external 'host' RA requirements is mandatory. In the absence of an external RA, staff will adopt precautions outlined above.

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				If using pool vehicles, adherence will be made to RA: SWT Vehicles
Guidance: <a href="https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19">https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19</a>				
Version control:	V3.0 (Date: 1.10.20)			

Regular washing of hands with soap and water for at least 20 seconds is mandatory.

