

Shropshire Wildlife Trust Covid-19 crisis risk assessment

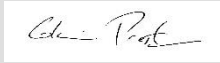
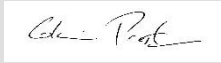


Outline of Hazard/Task: Covid-19 controls for volunteers and external groups.
Location / Grid reference and/or postcode: Various

This risk assessment (RA) has been completed to compliment site and dynamic risk assessments to ensure SWT has considered all precautions relating to Covid-19 for all volunteers and external group members (i.e. businesses and youth activities).

Specific group requirements (Feed the Birds, volunteer species/habitat surveyors, etc.) are outlined below.

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:

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| Working Group (WG) initial review | Date: 17.6.20 | Review & evaluation | Date: 10.9.20 |
| CEO (or designate) Print: Colin Preston | Signature:  | CEO (or designate) Print: Colin Preston | Signature:  |
| Quarterly review & evaluation | Date: 1.10.20 | Interim review | Date: 8.10.20 |
| CEO (or designate) Print: Craig Baker | Signature:  | CEO (or designate) Print: Craig Baker | Signature:  |

Covid-19 controls required:

General terms for all situations:

If any staff or volunteer has symptoms of Covid-19 they must not present themselves for work or volunteering and follow relevant government and NHS advice to self-isolate immediately if you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste).

Government guidance on Covid-19 Health & Safety precautions must also 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

| Hazards associated with Covid-19 | Persons at risk (circle/highlight): Staff / Volunteers / Contractors / Customers / Other | Risk Level: High / Medium / Low | Likelihood of Occurrence: High / Medium / Low | PRECAUTIONS To reduce risk level and likelihood of occurrence |
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| Direct threat to staff and volunteer health and wellbeing from transmission of Covid-19 while working | Volunteers & staff | Medium | Low | Due to the nature of our work volunteer groups are limited to 4 volunteers and up to 2 staff (i.e. 6 maximum). |

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



Shropshire
Wildlife Trust Covid-19 crisis risk assessment

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| | | | | The practice of effective 2 metre social distancing is essential whilst working and travelling to and around sites to avoid physical contact. |
| Covid-19 spreads in droplets from nose or mouth when an infected person coughs, sneezes or exhales and enters the body via droplets or touching contaminated surfaces and then touching eyes or mouth | Volunteers, staff & public | High | Medium | When coughing or sneezing the mouth or nose must be covered with a tissue or sleeve (not hands). Tissues to be disposed of safely in a bin immediately. Wearing face coverings is not currently mandatory in work environments in England but volunteers and staff are welcome to use them to help limit the spread of Covid-19 |
| Covid-19 survives up to 72 hours on hard surfaces including tools | Volunteers & staff | Medium | Low | It is therefore essential staff and volunteers: <ul style="list-style-type: none"> • Wash hands regularly with soap and water for at least 20 seconds • Use of sanitiser (at least 60% alcohol based) is a fall back line of defence BUT hands must be clean first (a lot of sanitiser is required to clean very dirty hands) • Wear gloves when working /surveying sites requiring the touching of tools, gate furniture and fittings, etc. is mandatory • Individuals will only use equipment given to them with no sharing of gloves essential. • All surfaces, tools, equipment and other objects in use will be disinfected at the beginning, end and throughout their use with suitable cleaning materials. |

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Shropshire Wildlife Trust Covid-19 crisis risk assessment

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| General: Keeping members of the public, volunteers and staff safe. | Volunteers, staff & public | Medium | Medium | <p>For practical tasks, work areas will be cordoned off from the public to maintain social distancing without hindering safe access. Pinch points will be avoided.</p> <p>Signage (e.g. whiteboard, laminated poster, etc.) will be displayed showing:</p> <ul style="list-style-type: none"> -SWT logo -Activity description -Duration of activity -Lead and their contact detail for the day. <p>Interactions with the public must be kept to a minimum, keeping at least 2 metres away at all times. Physical contact must be avoided.</p> <p>If using public transport masks must be worn in line with adherence to local law.</p> |
| People become ill on site or is symptomatic | Volunteers & staff | Low | Low | <p>If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) individuals will be sent home and advised to follow government/NHS advice to self-isolate.</p> <p>All those involved in the work party will be notified. If the individual tests positive for Covid-19 they will enter the Track & Trace system. Their recent contacts may then receive an email, text or phone from NHStracing / 0300 0135000.</p> |
| Administering emergency First Aid | Volunteers, staff & public | Low | Low | <p>In line with government advice, hands must be washed or alcohol-based gel (at least 60%) used before and after treating a casualty.</p> |

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| | | | <p>First Aiders must not cough or sneeze over a casualty when treated and wear a face covering when administering First Aid.</p> <p>Wearing gloves is mandatory when dealing with open wounds. Cuts or grazes on own hands must be protected with waterproof dressing.</p> <p>All waste will be bagged and disposed of safely.</p> <p>Wounds will not be touched with bare hands nor on any part of a dressing used on a wound.</p> <p>Additional masks, gloves and disposal bags will be provided in First Aid kits/safety sacks.</p> <p>In the case of suspected cardiac arrest recognised by absence of signs of life and absence of normal breathing. First Aider must not listen or feel for breathing by placing ear or cheek close to the patient's mouth.</p> <p>If in any doubt the default position is to start chest compressions until help arrives and ensure an ambulance is on its way.</p> <p>First Aid responders will place a cloth/towel over the patient's mouth and nose and attempt compression only CPR and/or early defibrillation until the</p> |
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Shropshire Wildlife Trust Covid-19 crisis risk assessment

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| | | | | <p>ambulance (or advanced care team) arrives.</p> <p>If Covid-19 is suspected, inform 999 when called.</p> <p>Access to <u>any form</u> of PPE will be worn.</p> <p>After performing compression-only CPR, all responders will wash hands thoroughly with soap and water or 60%+ alcohol-based hand gel as a convenient alternative. They must also seek advice from the NHS 111 coronavirus advice service or medical adviser.</p> |
| External group / organisation risk assessments are not in place or not considered robust. | Volunteers, staff & public | Medium | Low | If an external group taking part in SWT activities or hosted on SWT premises/land produces their own risk assessment, a copy must be requested and reviewed before agreement on any activity. |

Specific Group requirements (These will be continuously monitored and reviewed as part of the review and sign of process):

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| Feed the Birds | <p>As of 7.10.20 we are still operating our FtB project but government guidance on Covid-19 Health & Safety precautions must be followed strictly as outlined in the general terms above.</p> <p>In addition, each volunteer must take every precaution to ensure their own health and safety when visiting clients e.g. washing hands, sanitising equipment, wearing masks, no physical contact.</p> <p>No volunteer should put themselves at potential danger or feel pressure to enter a client's property. Resuming indoor visits must be by mutual agreement with client, their family and the volunteer. If any party is uncertain or uncomfortable with resuming indoor visits, then the volunteer should continue to visit but not enter the property.</p> |
| Surveyors | Each surveyor must travel to site independently unless travelling with others from their household /designated support bubble (as defined by government guidelines). |
| Branches/Local Groups | See C-19 OP for Branches and Local Groups for specific guidance. |
| Office-based volunteers | <p>A designated member of staff must:</p> <ul style="list-style-type: none"> Ensure the volunteer is conducting essential work for the Trust and that any volunteering is not possible to complete at home. |

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| | <ul style="list-style-type: none"> • Be responsible for supervising office-based volunteer(s). • Ensure the volunteer(s) read and can comply with office Covid-19 safe procedures (i.e. e-Learning (iHASCO), any relevant risk assessment, C-19 operating procedure and Welcome Back Policy). • Book relevant office space avoiding busy periods and/or staff who may be shielding or in a vulnerable health category. • Ensure social distancing and that volunteers take responsibility for cleaning workstations at the beginning and end of daily assignments. • Either be present to allow entry and exit to offices or in agreement, designate the responsibility to another named member of staff. |
| External groups (e.g. business involved in work well with nature; school groups, etc.) | <p>For external groups working with SWT (not youth groups) refer to C-19 OP Working with external groups (3.9) .</p> <p>For work with young people see C-19 OP Running youth activities (3.10) - this specifically outlines the guidance for working with youth groups based on National Youth Agency guidance that allows larger group sizes with relevant mitigation.</p> |
| Version control: | V8.1 (Date: 8.10.20) |

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