

# Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

## Title: Branches and Local Groups

### Introduction

Branches and Local Groups are crucial in supporting the vision and development plans of Shropshire Wildlife Trust.

A number of Risk Assessments have been carried out across a range of day to day situations to ensure where reasonably possible, the health and safety of staff, volunteers, trustees, general public participating in our activities and visitors has been considered fully for potential hazards, their risk levels and likelihood of occurrence

For Branch, Local Group and other volunteer activities, C-19 risk assessments must be considered alongside your groups' usual activity and/or dynamic risk assessments.

This COP for Branches and Local Groups helps provide additional information and guidance for those who require it, however individuals should also take note of up to date guidance released by the UK Government and/NHS England:

[www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

[www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home](http://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home)

[www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

Normal Branch and Local Group activities include (but are not limited to):

- Walks
- Talks
- Work parties
- Surveys
- Feed the Birds
- AGMs

At the current time (22.9.20) Government outlines that in England:

- When meeting with people you don't live with (or who you have not formed a support bubble with) you can socialise in groups of up to 6. If your household (and/or support bubble) is larger than 6 people, this is your largest permitted group and you cannot meet as a group with any additional people.
- There are exceptions where groups can be larger than 6 people, including for work, or the provision of voluntary or charitable services BUT 'charitable services' is a grey area,
- - Therefore SWT are asking Branches and affiliated groups not to be in groups larger than 6 until clarity is provided.

To help control the virus and to protect yourself and others, the Government promotes that when you leave home you must:

1. Keep two metres away from people outside your household or support bubble as a precaution, or one metre when you can mitigate the risk by taking other precautions in their list,
2. Avoid being face-to-face with people if they are outside your household or support bubble,
3. Keep your hands and face as clean as possible,
4. Keep indoor places well ventilated,
5. Avoid crowded spaces,

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



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6. Work from home if you can,
7. If you have to travel, think about how and when you travel,
8. In line with government guidance be aware of the indoor locations requiring face coverings,
9. Avoid shouting or singing close to people outside your household or support bubble,
10. Reduce the number of people you spend time with in a work [or voluntary] setting,
11. Wash clothes regularly,
12. When at work or in business or public premises, follow their advice to keep you and others safe,

## **SWT will:**

Provide up to date guidance where it can but official guidance should also be sought by individual groups.

- Make all C-19 operating procedures, policy and risk assessments (COPPRAs) available via our web pages for reference.
- For talks and AGMs through the Branch Reps/Volunteer Coordinator (or their designate), work with Branches and/or Local Groups to develop options through online video and live streaming alternatives.
- Through the Feed the Birds Coordinator and / or designated staff provide guidance on Covid-secure practices.
- For surveys, through the Conservation Team provide guidance on Covid-secure practices.

As the science and guidance around the Covid-19 crisis develops, each COPPRA will be reviewed by the Covid-19 Compliance working group (WG) at least quarterly and version controlled as required. Interim reviews will be carried out should advice change in the meantime.

Should any Branch or Local Group have questions, please contact your designated Shropshire Wildlife Trust representative or the Volunteer Coordinator.

## **Risk assessments have been carried out for:**

1. Volunteers
2. SWT Offices
3. SWT Vehicles
4. First Aid administration
5. People working at home

## **C-19 operating procedures provide additional information covering:**

1. COPPRA approvals procedure
2. Risk assessments
3. Improved hygiene
4. Social distancing
5. Self-isolating
6. Wellness at work
7. C-19 outbreaks/local lockdowns/quarantine
8. Branches & Local Groups
9. Working with external groups (draft)
10. Working with youth groups (draft)

**Review date:** 1.10.20

**Previous review date:** 25.8.20

Version  
control:

V4.0

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| What has been updated 22.9.20: | The rule of 6 ; COPPRAs available on SWT web pages; Additional COPs. |
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