

## Organisational Risk Assessment for Covid-19

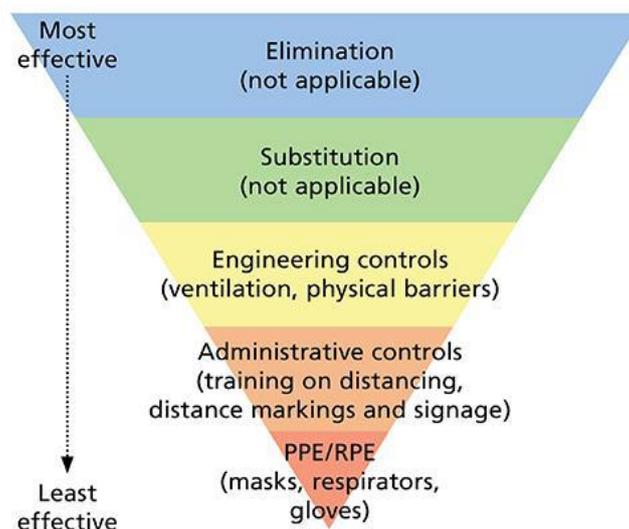
In light of the Covid-19 crisis the Trust is committed to protecting our staff, volunteers and the people we work with to play our part in managing the current situation. This risk assessment has been created in order to protect those people who are returning to work after the initial “lockdown.” We understand that people have specific concerns or risks; the Trust will not expect any staff or volunteers to undertake activities that put them at unreasonable risk, or that causes them stress or anxiety as a result of Covid-19.

Covid-19 has been classed as a hazard. The virus may be transferred directly by inhalation or via the hands, and from there to surfaces, from surfaces to the face (normally by touch). It can survive on surfaces for a period after transfer. If contracted, while many survive infection and make a full recovery, some experience lasting effects and some may die from the disease. This is therefore classed as a serious hazard in the workplace.

Some people, including those aged 70+, those with specific chronic pre-existing conditions and pregnant women, are clinically vulnerable. There is a further group of people with specific serious health conditions, who are classed as clinically extremely vulnerable to coronavirus. Extra precautions are required for these people. They should primarily take the current advice of government, their GP and the NHS, which is, at the time of writing, that they maintain their shielding and remain at home.

This assessment summarises the overarching mitigation taken to reduce the risks, applying a hierarchy of control, as per the diagram below. Elimination and substitution is not possible and is outside the control of the Trust. Further controls & method statements are required to be enforced.

Covid-19 hierarchy of control



<https://iosh.com/resources-and-research/our-resources/communicable-diseases/coronavirus/returning-safely/risk-assessments/>

### Engineering controls

Mitigation is focussed on touch points and face-to-face contact.

- Workshops and offices are being re-organised to gradually allow some people to return to work on site whilst keeping staff apart to comply with social distancing rules, e.g. single or reduced number occupancy in offices & workshops, limiting access to separate tool storage areas, method statements devised for use of tools & shared equipment in all areas, and for entry & exiting offices & workshops.
- Staff and volunteer travel – both groups should ideally use their own cars/vehicles to travel to/from work (not public transport). Method statements will be produced for HWT vehicle use as certain activities require work vehicles so usage must continue under safe practices.

Last update: 3 June 2020



- Visitor Centre and Shop is being re-organised to allow for re-opening, to include revising the layout, perspex screen around the till area, removal of quantities of stock, to allow more room for social distancing inside and to avoid large numbers of items for sale becoming contaminated.
- Public toilets - the Tannery building facilities are not suitable for use by the public, as appropriate social distancing measures cannot be applied in this area. The Tannery toilets will be used by staff only and will be subject to office cleaning schedules
- Toilets within offices are for use by staff only and enhanced cleaning undertaken. The Tannery toilets can be allocated to individual staff if the shop is open and access to the office is also required. See method statements.
- Nature Reserves - bird hides are unavailable for use until meeting people indoors is allowed under safe working due to their confined nature and the difficulty in maintaining hygiene standards.
- HWT Vehicles – sole occupancy usage only; with staff using a single vehicle repeatedly to minimise deep cleaning requirements. Each vehicle will be deep cleaned / valeted to set standards for cleanliness before usage. Vehicles will be wiped down clean (seats, controls, doors) by users at the end of each day. The minibus will not be used for the foreseeable future.

## **Administrative controls**

- Our main way to reduce risk to our staff and volunteers is to keep numbers in any one area to a minimum. Working from home is preferable for most. There is a limit set for the number of people in offices and workshops at any one time. Information on handwashing is provided and systems in place for cleaning touchpoints. Social distancing is maintained within buildings. Signage is in place to remind staff to keep their distance from each other. Meetings with external parties & contractors must be arranged in advance & can be held outdoors when possible to maintain social distancing.
- Certain types of work may not be safely carried out by one person alone. Social distancing should be applied at all times but if this can't be maintained at all times, there will be an agreed method statement in place to limit the time & frequency spent on the task, ensure the area is well ventilated and minimise social contact.
- The VC/Shop may not initially be accessible inside to visitors but enquiry / payments points can be set up at appropriate window or doorways to maintain social distancing for our staff/volunteers and visitors.
- On-site Educational activities, physical Member Group meetings, etc will remain cancelled until Government advice changes. Further options for engagement online are currently being planned and fall outside this risk assessment.

## **Personal Protective Equipment**

- Following the risk control hierarchy, PPE is recognised as a last resort, the final protection an organisation relies upon to protect its workforce. Only where all previous controls (engineered and administrative) have proven insufficient to protect people, should it be considered. For Trust staff, disposable gloves, in addition to any usual gloves required for a given task, and face coverings or masks for use where social distancing cannot be maintained, eg. for cleaning or administering first aid.

## **Monitoring and Reporting**

- It is recognised that there may be reduced direct supervision and oversight of working practice as a result of implementing social distancing measures. Line managers will undertake increased contact with staff by telephone, request feedback from staff via a buddying system, conduct safe conduct spot checks and ensure monitoring records are maintained.

## **Decision Making**

- With the guidance changing on Covid-19 almost daily, this assessment will need to be regularly reviewed and updated. As a minimum this will be undertaken by senior staff at their monthly meetings. Changes to working practice will be phased and communicated. A step-by-step approach will require consultation with staff and approval of Senior Managers or the Chief Executive.

## **Further Information**

- Trust site, task and activity method statements are being developed to incorporate Covid-19 requirements. These will be reviewed on a regular basis in order to comply with the latest government advice.