



## **Organisational Risk Assessment for C-19 transition**

5<sup>th</sup> November 2020

### **Hazard**

C-19 is a hazard, the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred directly from person to person by inhalation or from contaminated surfaces where it can enter the body, normally by touch, via the mouth, nose or eyes. It may also enter the body via breaks in the skin. It can survive on surfaces for a period after transfer, depending on such things as the surface type, its moisture content and temperature; as C-19 virus environmental survival periods are not certain we will assume it could be indefinite. We have concluded that if it is passed from one person to another, while many survive infection, some people suffer long-term debilitation and others may die from the disease it should be regarded as a very serious hazard.

### **The Trust and our people**

The Trust accepts its responsibility to make a suitable and sufficient assessment of the risks to health and safety and welfare at work of its paid staff, volunteers and visitors; and to keep them informed about health and safety.

In light of the C-19 crisis the Trust is committed to protecting our staff, volunteers and other people we work with, and to playing our part in managing the current situation. As such this risk assessment has been created in order to protect those people. We understand that people have concerns and 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 C-19.

### **Clinically vulnerable people and working from home**

The Trust will work with all declared vulnerable people to protect them, including redesigning work patterns to allow them to work from home.

Current advice (up to 5th November) on protecting vulnerable people can be found: <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#work>

### **Isolation requirements**

For all our staff and volunteers we will continue to require the self-isolation recommended by the government for the life span of this risk assessment.

During isolation people may continue to work at home if they are otherwise well enough. Isolation rules can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

### **Working from home**



Working from home remains the first (and priority) option for managing safety under C-19.

The Trust will review the provisions for 'homeworking' and ensure that staff and key volunteers have home work stations and conditions suitable for the type and duration of homeworking they expect to be undertaking.

If staff or key volunteers do not have home-based facilities suitable for the tasks they are expected to carry out they will be offered access to such facilities at work.

### **Where is the risk and who is at risk**

We have assessed that at the following workplaces people may be at risk of exposure to C-19 as a result of our work, either by direct contamination by others or from encountering contaminated surfaces, equipment or material.

HQ, Sandy Hill, Middleton; Belper Charity Shop; Bakewell Charity Shop; Derby Charity Shop; Black Rocks Concession; Whistlestop Café; DWT Nature Reserves and other wildlife sites DWT manage.

We have put mitigation in place to ensure our open premises are COVID Secure if staff have to attend these sites for work.

### **Activities**

In addition to activity risk assessments staff and volunteers are required to undertake C-19 specific dynamic risk assessments when they visit 3<sup>rd</sup> party sites.

### **Travelling to work and between jobs**

Employees should not travel unless they cannot work from home. The shared use of vehicles, or use of pool vehicles should be avoided. Employees should continue to follow any further national government advice provided and during this time our people should limit their use of public transport. Where travel is essential, please walk, bike or use private, single occupancy vehicles where possible.

### **Contractors or visitors**

As part of our work the Wildlife Trust will at times engage contractors to undertake work on our behalf, on our properties or third party sites. In addition we may have to allow visitors to our properties that would otherwise be restricted to known and risk assessed staff and volunteers. Before any contracts can be issued or visitors permitted specific method statements will be created and agreed.

### **Other Health and Safety systems**

Other current risk assessments, method statements and procedures will be reviewed to ensure that changes in practices to address the C-19 crisis do not negatively impact existing safety.

### **Information**

The Overarching C-19 Risk assessment will be circulated to all staff and active volunteers and posted on our website. The resulting 'activity assessment' documents will be available to all employees via the DWT Server. Line Managers will ensure that all staff and key volunteers are suitably informed regarding current guidance available about C-19 and the mitigation procedures in place for the Trust



workplaces in general and their agreed activities in particular. This assessment is valid until 2<sup>nd</sup> December 2020.