

## WORCESTERSHIRE WILDLIFE TRUST

### V2 DRAFT ORGANISATIONAL RISK ASSESSMENT FOR COVID-19

#### 1. Introduction

This Risk Assessment sets out the overarching approach that Worcestershire Wildlife Trust (which includes its trading subsidiary W.N.C.T. Enterprises) will take in to protect those people who are returning to work after the initial 'Lock-Down. 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 undue stress or anxiety as a result of C-19.

It has been prepared by the Director and has been through a consultation process with the Health and Safety Committee (which includes representation from the trustees and includes staff from across the organisation) to allow broader input. It takes into account government policies and guidelines.

It is comprised of a broad statement that outlines the risks and approaches to mitigating these. This will inform more detailed plans and protocols to be developed and implemented by relevant staff.

#### 2. Risk Assessment

The following have been identified as the key areas of risk. Mitigation is based upon the recognised 'hierarchy of control' (attachment 1). Mitigation will be two-phase:

Organisational actions (physical, geographical or temporal mechanisms) put in place by the Trust details of which will be recorded in detail and maintained at Lower Smite Farm.

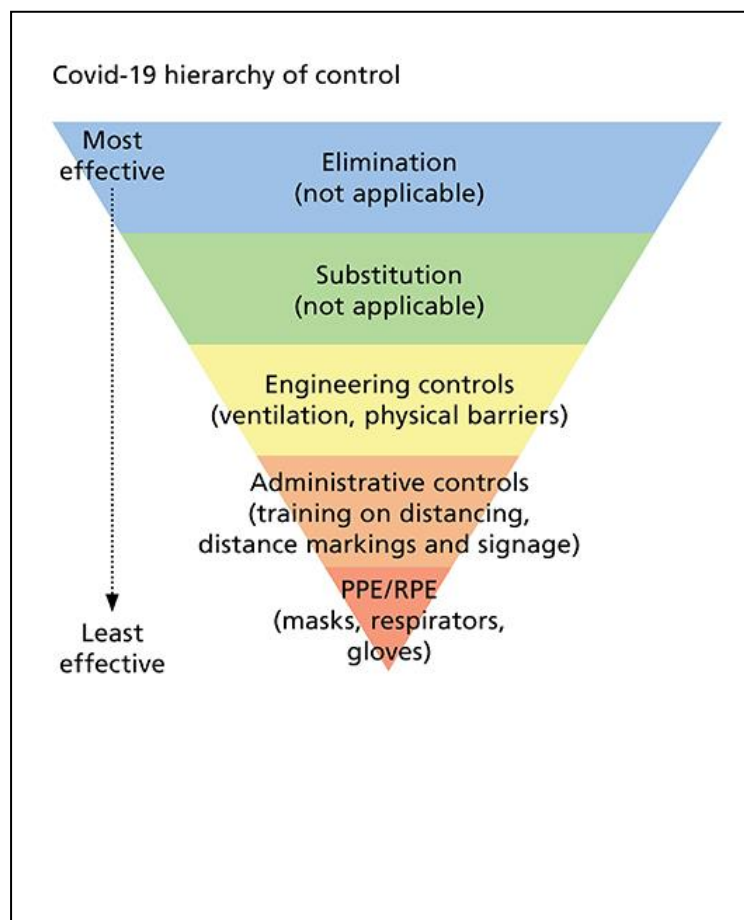
Operational requirements (behaviour agreed between the Trust staff and volunteers) which will be detailed within specific method statements.

|   | Risk  | Mitigation  | Responsibility |  |
|---|---|---|----------------|--|
| <b>Workplace:<br/>Lower Smite<br/>Farm (office,<br/>stores,<br/>workshops,<br/>vehicle store,<br/>granary, trail)</b> | All 36 of our staff (36), around 75 volunteers, contractors (including cleaners), will at some point use these premises. This presents a risk of contamination. | All access to the public including visitors, schools, commercial lettings etc are suspended until further notice.<br><br>All volunteering at Lower Smite Farm is suspended.<br><br>All staff are encouraged to work from home. Provision has been made for homeworking to 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 it becomes apparent that staff or key volunteers do not have home-based facilities suitable | <b>CR</b>      |  |

|                               |   |   |                  |  |
|-------------------------------|---|---|------------------|--|
|                               | <p>The effects of home-working and then return to work could also cause mental health issues.</p>   | <p>for the tasks they are expected to carry out they will be offered 'priority' access to such facilities at work.</p> <p>There is a skeleton presence at Lower Smite Farm to maintain security and to manage minimal required access by other staff. As we progress in returning to work and access requirements becomes greater the Trust will put in measures to minimise risk, including: General cleaning and hygiene including provision of hand-washing facilities, sanitisers etc; staggered working hours, rotas etc: protocols for movements on site and for use of shared facilities and equipment, eating/drinking; provision of additional, exclusive workstations; provision of PPE where appropriate.</p> <p>All staff will be supported with re-orientation meetings before they return</p> <p>Before any contracts are issued specific method statements will be created and agreed.</p> |                  |  |
| <p><b>Nature Reserves</b></p> | <p>As most of our nature reserves are once again fully open to the public but we cannot generally control public access therefore they have the potential to be a source of direct contamination to the public and to staff and volunteers who access these reserves in order to undertake their work.</p> <p>Staff and volunteers are involved in carrying out duties on key sites, which includes monitoring levels of public access and behaviour.</p> | <p>The need to close individual reserves will be kept under continuous review.</p> <p>All staff and volunteers working on reserves will follow agreed method statements or protocols</p> <p>Where there are shared facilities (eg toilets, information centres) these facilities will remain closed even if the reserve is open to the public.</p> <p>Bird-watching hides will remain closed.</p> <p>Before any contracts can be issued specific method statements will be created and agreed.</p>  | <p><b>RA</b></p> |  |

|  |  |   |   |  |
|--|--|---|---|--|
| <b>Outreach activities: events, meetings,</b>    | Our normal programmes of events and activities with schools, communities, members and the public present a high risk of contamination.   | All such activities are suspended.  | <b>NP/AW</b>  |  |
| <b>Travelling to work and between jobs</b>       | Staff and volunteers who travel in order to reach a workplace, or who travel between workplaces could potentially be exposed to risk. Using public transport exposes our workers to members of the public and potentially contaminated surfaces. | Method statements are agreed for all staff and volunteer travel, including those for use of Trust vehicles.   | <b>HW/EL</b>  |  |
| <b>Working on third party sites</b>              | As part of our work we engage contractors to undertake work on our behalf, on our properties or third party sites.   | 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  | <b>HW/EL</b>  |  |
| <b>Vulnerable workers (including volunteers)</b> | The government has defined the most vulnerable who are at greater risk of developing more severe symptoms so special measures are required.  | <p>The Trust will continue to work in such a way as to protect the most vulnerable amongst us. As such we require all staff and volunteers to confirm for, whatever reason, they would consider themselves as vulnerable, or if they share a household with a vulnerable person. In such instances we will support such staff or volunteers, particularly with a view to adapting their roles in order for them to work from home.</p> <p>The Trust will work with all declared vulnerable people to protect them, including redesigning work patterns to allow them to work from home.</p> | <b>Staff – CR – under Smite Vols - HW/RA – under Reserves</b> |  |

## ATTACHMENT 1 Control and mitigation of risks



### Elimination

Elimination of the C-19 virus is beyond the remit of the Trust, the way we manage risk during the life span of this risk assessment (expiry date) is designed to minimise such risk until C-19 can be eliminated from the population.

However, adapting work practices in order to allow staff or volunteers to work from home permanently for the life span of this risk assessment (expiry date) effectively 'eliminates' the opportunity for them to be exposed to C-19 as a direct result of their work.

### Substitution

It is not feasible to substitute one hazard for another, less dangerous hazard in this instance.

### Engineering controls

These are physical controls such as barriers, ventilation, the way we lay-out the work place and how we provide equipment.

### Administrative controls

This is the way we organise our workforce, managing hygiene and welfare, practicing social distancing, signage and information.

### Personal protective equipment

While at the time of creating this risk assessment personal protective equipment has a high profile in the C-19 media, following the risk control hierarchy, it is recognised as the last resort, the final protection an organisation relies upon to protect their workforce. Only where all previous controls (elimination, substitution, engineered and administrative) have proven insufficient to protect people should it be considered.

## ATTACHMENT 2 - DESIGNING MITIGATION

### Property Managers

Those with management responsibility for work places, offices, workshops, visitor centres and their immediate surrounds; car parks and gardens need to 'design the workplace and access to the workplace in such a way as to ensure others can use them safely.

### Equipment Responsible People

This responsible for key equipment that may / will be used by more than one person, such as vehicles and some machinery, hand tools, education equipment etc. are responsible for putting in place a management regime for that equipment so that it can be used safely.

### Line Managers

With access to the method statements and systems put in place by Property Managers and Equipment Responsible People, Line managers can work with their teams in order to plan work, schedule access to property and equipment in such a way as to keep staff, volunteers, contractors and visitors safe.

This Risk Matrix should help people decide what level of risk, therefore degree of 'sign-off' their proposed activity (dependent upon workplace and equipment) requires.

**Green** Line Managers and teams create written Methods Statements, Line Managers monitor and report upon compliance.

**Amber** Line Managers and teams create written Method Statements, relevant Senior Manager signs off Method Statement and monitors compliance weekly.

**Red** Line Managers and teams create written Method Statements, relevant Senior Manager signs off Method Statement and monitors compliance daily.

| Area of risk | Score 1  | Score 2   | Score 3   | Score 4  | Score 5   |
|--------------|--|---|---|--|---|
| Equipment    | Own or dedicated equipment, such as key boards, etc. | Trust equipment dedicated to a single user for duration.        | Pool equipment you can book that can be cleaned and disinfected between uses. | Pool equipment, not readily cleaned and disinfected.                             | Equipment shared and not cleaned, or requiring two or more operators. |
| Activity     | Administration                                       | Low risk Lone Working survey or practical, where a buddy system | Work with other staff 2m rule easy to enforce except emergency                | Work where two or more staff / volunteers will find it hard to maintain 2m rule. | Work where 2m rule between staff or others will not be possible.      |

|          |              |  |   |  |  |
|----------|--------------|--|---|--|--|
|          |              | is in place (consider also same household teams).  |   |  |  |
| Location | Work at home | Access to single use site where you are the only person working there for the immediate future or remote field work. | Staggered access times so you are only person at that location at a given time (particularly office or workshop). | Shared workspace, with space to work at 2m distance but communal areas (toilets, stairs) | General work environment 2m rule cannot realistically be maintained. |
| Travel   | No travel    | Own or dedicated vehicle, walk or cycle short journey to work  | Own or dedicated vehicle for travel between 'jobs' in S&R area  | Pool vehicle but only one user at any time, cleaning regime between users.               | Two or more in same vehicle.   |

**Reporting against this matrix will form part of the weekly Senior Management Team meeting and the meetings of the Board.**

**ATTACHMENT 3 – EXAMPLES OF RISK ASSESSMENT AND METHOD STATEMENT**

**Attached in separate files**

CR 11/06/20