

WWT COVID-19 RISK ASSESSMENT RECORD

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people over the age of 60, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. It can live on a range of surfaces for a period of time that can aid transmission.

The main symptoms of COVID-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Change or loss of the sense of taste or smell

There are others and if in doubt do check the NHS guidance.

If you develop the symptoms of COVID-19 you must inform the Trust and self-isolate for at least 10 days. If you live in a household where another person contracts symptoms you must self-isolate for 10 days. Latest government guidance on isolating is here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> Once symptoms start employees and volunteers must refer to the NHS guidance on self-isolation and treatment at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE as an alternative. PPE is only relevant in clinical settings to enhance protection and should not be seen as a mechanism for negating the other controls mentioned. PPE can be worn if individuals wish, but not used as a replacement to the other controls listed below to reduce the risk.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, it should be flagged to a member of SMT to consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

This should be used alongside the Covid-19 policy and safe systems of work which will be put into place as activity levels in different areas resumes for staff and volunteers.

This risk assessment will be reviewed accordingly with any changes in guidelines issued by the government.

COVID-19 Risk Assessment		ASSESSED BY: Karl Curtis Ian Jelley Amanda Evans	ASSESSMENT DATE: 04/11/2020 (Reviewed regularly following changes to Government advice)	LOCATION: WWT Premises and authorised work locations	
PRINCIPAL HAZARD (Potential for Harm)	RISKS TO WHOM	LEVEL OF RISK (Before Control)	CONTROLS TO BE IMPLEMENTED (to remove hazard; or reduce risk level to an acceptable level) (NOTE: one precaution may tackle several hazards)		RESIDUAL RISK (After Control)
			Organisational	Operational	
Travel (both to and from work and on behalf of work) on public transport, shared vehicles or own vehicles	Contamination of staff members (and volunteers) and further spread of virus to others		Work from home where possible. Determine if travel required of staff who rely on public transport.	Do not use public transport. Discuss need for attendance at work with line manager and only attend work where it is essential and cannot be achieved remotely or via other means i.e. meeting virtually. For volunteers ensure procedures are in place through the agreed safe system of work. Anyone staff or volunteers over the age of 60 or clinically vulnerable should be made aware of reducing contact where possible and ensuring hand cleaning is careful and more frequent. Volunteers will be made aware of this and reassured that they do not have to attend if they do not wish to do so. Anyone in the Clinically Extremely Vulnerable must stay at home.	
			Use your own vehicle for commute or walk/cycle to work.	Park or secure vehicle at a safe distance to others and leave the office at staggered times.	
			Use your own vehicle for Trust purposes – ensuring appropriate insurance is held.	Park or secure vehicle at a safe distance to others and leave the site at staggered times.	
			Use Trust vehicles but only one user at any time and vehicle to be cleaned between drivers.	Limit vehicle operators where possible – allocate Trust vehicles to individual staff or small groups. No group travel in vehicles and no use of minibuses. Where possible the driver should be the only person loading and unloading the vehicle of tools.	

				<p>Ensure cleaning products and PPE i.e. hand sanitiser, disinfectant wipes, gloves etc are supplied and available. All staff must personally report if these run out.</p> <p>Trust vehicles to be cleaned with disinfectant wipes internally prior to and at the end of use by the person driving, including all controls, door handles and dashboard. Accurate records of disinfecting should be maintained alongside vehicle checks and maintenance schedule.</p> <p>Wipes must be disposed of by bagging, tied closed and put in appropriate refuse bin.</p>	
Work location of employees either at home, on a single use site/remote in the field or within offices/ workshop.	Contamination of staff/ volunteers members and further spread of virus to others		Work from home where possible	Ensure home working and DSE assessment completed and adequate hygiene facilities.	
			Working on a single use site where you are the only person or remote field working ensure the lone working procedure is in place.	Have access to hand washing facilities or hand sanitiser. Avoid contact with people and maintain 2m distance from approaching public.	
			Working on a site where there may be more than one employee/volunteer stagger access times where practical.	<p>Maintain 2m distance between work spaces.</p> <p>All staff should be allocated a work station, with no hot desking.</p> <p>Tape should be used to mark out social distancing measures.</p> <p>When more than 1 person is working in close proximity back-to-back or side-to-side working (rather than face-to-face) should be undertaken whenever possible.</p> <p>If you wish to attend an office then you should use the Outlook Calendar 'Room Resources' mechanism to book on to a specific office or room for a specific day & time. Ensure your personal Outlook diary states that you are in the office on any given day.</p> <p>Staff should retain personal use of desks, work stations and stationary.</p> <p>Undertake regular hand washing.</p>	

				<p>Where shared items are required (e.g. printer, laminator) every effort should be made to find an alternative solution (i.e. avoid) prior to use. If use occurs the item should be disinfected after use.</p> <p>Maintain 2m distance within communal areas. Where this is not possible – do not use or rely on a one in one out arrangement.</p> <p>Communal areas such as the kitchen must be used on a one in one out basis and only to obtain hot and cold water. All other facilities like plates, cups, utensils and food storage and preparation i.e. fridges and toasters must not be used.</p> <p>Communal toilets should be only occupied by one person at a time and hand washing with soap should occur afterwards.</p> <p>Every time you leave your desk to a communal area (e.g. toilet, photocopier, kitchen) you should wash your hands or use sanitiser on return. Individuals should maintain social distancing when walking around the office, paying particular attention in the corridors and on stairs for colleagues to navigate a safe path.</p> <p>Staff/volunteers are to use their own drinking receptacles and bring their own cutlery. No shared brew kits permitted. Limit use of toilets i.e. working upstairs, use upstairs toilet only.</p> <p>Whilst in the office staff should not lunch together unless they can maintain social distancing and avoid direct face to face contact. Staggered lunch times should occur in the office to minimise</p>	
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				<p>the number of people on lunch at any one time.</p> <p>Each office will have hand sanitiser available (this is not substitute for regular hand washing which is more effective). Staff must take responsibility of reporting when this has run out.</p> <p>Where possible open windows and doors to aid air movement inside buildings.</p> <p>Use appropriate signage for instructions on workplace procedures.</p> <p>Ensure there is a thorough cleaning regime. Increase frequency of handwashing and surface cleaning.</p> <p>On outdoor sites ensure a safe system of work is employed for each staff member or group of volunteers. This will determine local controls for working safely.</p>	
Activities likely to bring employees/ volunteers and the public together within premises or on sites	Contamination of staff/ volunteers members and further spread of virus to others		Work at home where possible to avoid contact with other people and employees.	<p>Use IT facilities – Zoom and telecommunication provided to keep in touch and available for work. Colleague discussions should be made by making an internal telephone call or email rather than a face to face conversation.</p>	
			Where home working cannot be achieved, consider low risk lone working using the lone working procedure for surveys and practical tasks where practical and safe.	<p>Have access to hand washing facilities or hand sanitiser. Avoid contact with people and maintain 2m distance from approaching public. Have a first aid kit available.</p>	
			Where working with other staff/ volunteers ensure the 2m rule except for emergencies.	<p>Risk assess the specific activity and adapt given the circumstances and available emergency help. If undertaking an activity that could cause significant harm review the safe system of work prior to working.</p>	

				<p>Have access to hand washing facilities or hand sanitiser. Avoid contact with people and maintain 2m distance from approaching public. Have a first aid kit available.</p> <p>Erect warning signage on site for public to maintain distance and cordon work area if practical. Ensure first aid kits contain a disposable face covering for both first aider and patient and a pair of safety spectacles. These are to be worn whilst administering first aid and disposed of after.</p>	
			When working in situations where there is contact with the public i.e. Visitor Centres	All visitors should wear a mask on entering Trust buildings. Entry without a face mask can be refused.	
Equipment that could transmit COVID-19 between employees or the public	Contamination of staff members and further spread of virus to others		Use employees / volunteers own dedicated equipment and do not share with others.	Maintain a level of hygiene with personal equipment through regular cleaning. Tools should be allocated to individuals to use at the beginning of each session and no sharing permitted.	
			If pool equipment i.e. tools need to be used ensure it can be cleaned and disinfected between uses.	Ensure there is cleaning and disinfecting products available with the equipment and staff / volunteers know how to clean equipment properly. No sharing of equipment throughout the task.	

Employees and volunteer groups must create their own Safe System of Work and agree this with their line manager/responsible officer before any form of working, other than at home, commences.