|  |
| --- |
| **Outline of Hazard/Task:** **Location / Grid reference and/or postcode:**  |
| ***Risk assessments (RAs) consider hazards, risk levels and likelihood of occurrence associated with the Covid-19 crisis. Previous site or dynamic RAs in place must also be adhered to.******Reviews and sign off:*** |
| **Working Group (WG) initial review**  | **Date:** | **WG 1st quarterly review & evaluation**  | **Date:** |
| CEO (or designate) Print: |  Signature: | CEO (or designate) Print: |  Signature: |
| **WG 2nd quarterly review & evaluation**  | **Date:** | **WG 3rd quarterly review & evaluation**  | **Date:** |
| CEO (or designate) Print: |  Signature: | CEO (or designate) Print: |  Signature: |
| **Please add depending on area of Trust’s operations:**

| **Hazards associated with Covid-19**  | **Persons at risk** **(circle/highlight):**Staff / Volunteers / Contractors // Customers/ Other | **Risk Level:**High / Medium / Low | **Likelihood of Occurrence:**High / Medium / Low | **PRECAUTIONS**To reduce risk level and likelihood of occurrence |
| --- | --- | --- | --- | --- |
| Direct threat to staff and volunteer health and wellbeing from transmission of Covid-19 while working | Volunteers & staff | Medium | Low | Due to the nature of reserves work volunteer groups are limited to 4 people.The practice of effective 2 metre social distancing is essential whilst working and travelling to and around sites to avoid physical contact. |
| Covid-19 spreads in droplets from nose or mouth when an infected person coughs, sneezes or exhales and enters the body via droplets or touching contaminated surfaces and then touching eyes or mouth | Volunteers, staff & public | High | Medium | When coughing or sneezing mouth or nose must be covered with a tissue or sleeve (not hands). Tissues to be disposed of safely in a bin immediately.Wearing face coverings is not currently mandatory in England but volunteers and staff are welcome to use them to help limit the spread of Covid-19 |
| Covid-19 survives up to 72 hours on hard surfaces including tools  | Volunteers & staff | Medium | Low | It is therefore essential staff and volunteers:* Wash hands regularly with soap and water for at least 20 seconds
* Use of sanitiser (at least 60% alcohol based) is a fall back line of defence BUT hands must be clean first (a lot of sanitiser is required to clean very dirty hands)
* Wearing gloves when working on sites, touching tools, gate furniture and fittings, etc. is mandatory
* Individuals will only use tools given to them with no sharing of gloves is essential.
* Tools surfaces and other objects in use will be disinfected at the beginning, end and throughout the day with suitable cleaning materials.
 |
| General: Keeping members of the public, volunteers and staff safe. | Volunteers, staff & public | Medium | Medium | Work areas will be cordoned off from the public to maintain social distancing without hindering safe access. Pinch points will be avoided. Signage (e.g. whiteboard, laminated poster, etc.) will be displayed showing:-SWT logo-Activity description-Duration of activity-Lead and their contact detail for the day.Interactions with the public must be kept to a minimum, keeping at least 2 metres away at all times. Physical contact must be avoided. |
| People become ill on site or is symptomatic | Volunteers & staff | Low | Low | If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) individuals will be sent home and advised to follow government/NHS advice to self-isolate.All those involved in the work party will be notified. If the individual tests positive for Covid-19 they will enter the Track & Trace system. Their recent contacts may then receive an email, text or phone from NHStracing / 0300 0135000.  |
| Administering emergency First Aid | Volunteers, staff & public | Low | Low | In line with government advice, hands must be washed or alcohol-based gel (at least 60%) used before and after treating a casualty. First Aiders must not cough or sneeze over a casualty when treated and wear a face covering when administering First Aid.Wearing gloves is mandatory when dealing with open wounds. Cuts or grazes on own hands must be protected with waterproof dressing. All waste will be bagged and disposed of safely. Wounds will not be touched with bare hands nor on any part of a dressing used on a wound.Additional masks, gloves and disposal bags will be provided in First Aid kits/safety sacks.In the case of suspected cardiac arrest recognised by absence of signs of life and absence of normal breathing. First Aider must not listen or feel for breathing by placing ear or cheek close to the patient’s mouth. If in any doubt the default position is to start chest compressions until help arrives and ensure an ambulance is on its way. First Aid responders will place a cloth/towel over the patient’s mouth and nose and attempt compression only CPR and/or early defibrillation until the ambulance (or advanced care team) arrives. If Covid-19 is suspected, inform 999 when called. Access to any form of PPE will be worn. After performing compression-only CPR, all responders will wash hands thoroughly with soap and water or 60%+ alcohol-based hand gel as a convenient alternative. They must also seek advice from the NHS 111 coronavirus advice service or medical adviser. |
|  |  |  |  | *Place cursor here and press tab to add new row.* |

**Previous review date:** DD /MM /YYYY  |
| Version control: | V1.0 (Date:22/06/2020) ; **Control code: RA-Template-V.2.1**  |