

## Shropshire Wildlife Trust's 'Welcome Back' Covid-19 Policy

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### 1.0 INTRODUCTION

A strain of Coronavirus is causing a disease called Covid-19 which affects the lungs and airways.

As an employer, a person with control over a workplace, staff member, volunteer or trustee you must know where there is a possibility of exposure to Coronavirus and take reasonable precautions to minimise the risk of Covid-19.

This Welcome Back policy provides guidance to assist everyone in managing the risk at Shropshire Wildlife Trust (SWT) including how to respond to cases of Covid-19 in the workplace.

Advice has been taken from:

- The World Health Organisation ([https://www.who.int/docs/defaultsource/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401\\_0](https://www.who.int/docs/defaultsource/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401_0));
- Institute of Occupational Safety and Health (<https://iosh.com/coronavirus/returning-safely>)
- The Government (<https://www.gov.uk/coronavirus>); and,
- The NHS (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

The Welcome Back policy and associated pack will be a 'living document' that can be adapted as circumstances change over time. Through C-19 Operating Policies (COPs), Risk Assessments (RAs) and this Policy, (collectively COPPRAs) they will inform:

- What has and will happen,
- When important actions will take place,
- Who is involved,
- How Shropshire Wildlife Trust (SWT) will support the return of staff, volunteers and building visitors.

This policy has the full support of the trustees, management team and Covid-19 working group.

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



### 1.1 Who this Policy applies to

The Welcome Back Policy of SWT is to be adopted while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the buildings in any capacity and to those working on our nature reserves (staff and volunteers).

It has been created to ensure, so far as it is reasonably practicable, work will be carried out in our workplace with a commitment to protecting everyone who comes onto the premises.

This Policy will be communicated to all staff, volunteers and trustees to ensure awareness of controls which have been put in place and can be reassured the risks to their health have been considered so SWT can remain operational while reducing contact between people.

### 1.2 What you can do?

SWT may not be able to completely eliminate the risk of contracting Covid-19 while working but we must do all that is reasonably practicable to minimise that risk. In general, this means we have implemented appropriate control measures through consultation with representatives from across our staff. Control measures take account of the guidance from official sources (see links above) in identifying potential hazards and establishing practical controls.

A Covid-19 returning to work e-Learning course will be followed by all staff provided by iHASCO.

Please take the time to familiarise yourself with the new Covid-19 Operating Procedures, this Policy and Risk Assessments (COPPRAs).

## 2.0 Supporting staff and volunteer return

- Covid-19 Operating Procedures, Policy and various Risk Assessments (COPPRAs) have been completed and will form SWT's 'Welcome Back' pack.
- Our safe return to work relating to Covid-19 will be supplemented with e-Learning from iHASCO and familiarising coaching with the COPPRAs.
- Any specific circumstances required will be considered for any staff who has been: furloughed, working@home, caring for others or shielding, very isolated or may have suffered a traumatic bereavement.
- Any modifications will be considered by the Covid-19 Compliance working group and implemented to enable a safe return to the work environment.
- On returning to work, duties may have changed. On-going work priorities will be discussed regularly with line managers to provide a supportive, understanding environment.
- Staff, volunteer and trustee health and wellbeing is paramount and a small number of staff have are now familiar with Mental Health First Aid to support our colleagues.
- As we navigate the new normal it is recognised the reduction in office-based working arrangements may limit interaction and collaboration. As a result the trust is seeking out new ways to support everyone and the important collaborative relationships we rely on.

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### 3. Covid-19 OPERATING POLICIES (COPs)

In carrying out risk assessments and developing Policy, a need to provide line managers and staff guidance for a variety of situations became apparent. The following COPs are available:

COP	Overview
3.1 Procedures & approvals	The processes SWT follow to ensure Covid-19 safe working practice
3.2 Risk Assessment	Mitigating potential hazards specific to Covid-19 exist is essential when attending SWT's buildings; using SWT vehicles; administering First Aid; working@home and volunteer work.
3.3 Improved hygiene - personal and workplace	To ensure, so far as it is reasonably practicable, any work will be carried out in our workplaces has a commitment to protecting the health of everyone involved.
3.4 Social Distancing	Official guidance is to maintain 2m social distancing where possible with risk mitigation where 2m is not viable and set out in risk assessments.
3.5 Self-isolation	Guidance for those who feel unwell with symptoms that could be Covid-19.
3.6 Wellness at work	Guidance on maintaining good health and wellbeing.
3.7 Outbreaks, local lockdowns & quarantine	Measures required following an outbreak of C-19 at SWT or a local lockdown is imposed in Shrewsbury or staff home location.
3.8 Branches & local groups	Guidance for those carrying out work for SWT.
3.9 External working groups	Procedures for groups that are not staff or regular volunteers.

### 4.0 Risk Assessments

Risk assessment has been conducted on the following trust activities:

- Trust vehicles
- Trust buildings
- Volunteers/External Groups
- Working at home
- Administering emergency First Aid

### 5.0 Covid-19 working group

With the support of the CEO, management team and trustees, the working group (WG) represent a cross section of Trust staff. The aim of this group is to scrutinise SWT's COPPRAs to ensure they remain fit for purpose throughout the Covid-19 crisis period. The WG will evaluate COPPRAs at least quarterly with up to date versions stored under 'Welcome Back' in the Governance Folder on the internal T:Drive.

At 17.6.20 WG members are:

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Heather Bennett – Coordinator and Lead on staff with specific requirements

Bryony Carter – Lead on Young people and schools

Diane Monether – Lead on vulnerable adults and volunteers

Clive Dean – Lead on Outside working , including transport, and reserves volunteers

Craig Baker – Lead on Covid-19 Operating Procedure, Policy and Risk Assessments (COPPPRA). Lead on social distancing requirements

Elaine Gibson – Lead on office protocols and hygiene requirements

Lizzie Stuart - Lead on Visitor Facilities

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