

Shropshire Wildlife Trust Covid-19 crisis risk assessment

Outline of Hazard/Task:
People entering/using SWT office space (i.e. not for Visitor Centre/café – V3.0 onwards to include meeting room use)
Location / Grid reference and/or postcode: Shrewsbury - Coleham Yard SY3 7BP; The Cut SY2 6AH; Peach Tree SY2 6AE
 From Friday 25th September 2020 Shropshire Wildlife Trust followed government guidelines to have no essential office staff present at our office locations. Instruction came from the Chair of Trustees Kirsten Mould, requesting that to minimise risk of contagion, use of any office space is for essential use only and must be passed through Heather Bennett and Craig Baker.

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: 17.6.20	Interim review	Date: 26.8.20
CEO (or designate) Print: Colin Preston	Signature: 	CEO (or designate) Print: Colin Preston	Signature: 
Quarterly review & evaluation	Date: 1.10.20	WG Quarterly review & evaluation	Date:
CEO (or designate) Print: Craig Baker	Signature: 	CEO (or designate) Print:	Signature:

General terms for all situations:
 Government guidance on Covid-19 Health & Safety precautions must be followed strictly:
Wash hands - Keep washing your hands regularly
Cover face - Wear a face covering in enclosed spaces
Make space - Stay at least 2 metres apart - or 1 metre with a face covering or other precautions
Controls currently in place:
 n/a but see the **Opening/Locking instructions for The Cut/VC.**
Linked Covid-19 Operating Procedures (COP) for reference:
 Self-Isolation

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



Additional Covid-19 controls required:

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
You are symptomatic, become ill or symptomatic on site.	Volunteers, staff, contractors, public	Low	Low	If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) staff, volunteers or trustees must stay/go home immediately and follow government advice including self-isolation for 10 days (updated 3.8.20). Refer to COP – Self Isolation
Covid-19 survives up to 72 hours on hard surfaces including (though not limited to) doors, desk space and common areas such as stair cases, equipment and break areas. It enters the body via droplets or touching contaminated surfaces and then touching eyes or mouth.	Volunteers, staff, contractors, public	Medium	Low	It is essential to: <ul style="list-style-type: none"> • Wash hands regularly. It is expected handwashing will take place on arrival to SWT buildings and prior to departure. • Use of sanitiser (at least 60% alcohol content) is required where handwashing is not available. • Where gloves are required these must be disposed off safely between duties. • Individuals will only use their allocated desk space. No desk sharing until further notice. • Surfaces, including banisters, door handles, door push-panels and other objects in use will be disinfected at the beginning, end and throughout the day with suitable cleaning materials BUT regular hand washing is

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				<p>mandatory throughout the time spent in offices.</p> <ul style="list-style-type: none"> Sanitisers are placed at key entry points BUT hand washing on arrival to the trust's offices is mandatory. <p>When using any public transport face masks are mandatory for travelling to trust properties (office / reserves).</p> <p>Clear desks are expected to enable regular cleaning and inadvertent use of other people's equipment / stationary.</p>
Covid-19 spreads in droplets from nose or mouth when an infected person coughs, sneezes or exhales.	Volunteers, staff, contractors, public	Medium	Low	<p>Covering the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing is mandatory. Tissues to be disposed of safely and immediately.</p>
People become ill or symptomatic on site.	Volunteers, staff, contractors, public	Low	Low	<p>If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) the individual will be sent home and advised to follow government advice including self-isolation for 10 days.</p> <p>Refer to COP – Self Isolation</p>
Staff toilet access.	Volunteers, staff, trustees, contractors	Medium	Low	<p>Strict queuing and social distancing regimes will be followed. 'Knock & Step Back' signage will be displayed where appropriate.</p>
Administering emergency First Aid.	Volunteers, staff, contractors, public	Low	Low	<p>Refer to guidance in RA: Health&Hygiene-FirstAid-Administering</p>
Food & drink.	Volunteers, staff, trustees	Medium	Low	<p>Few people will be given CEO permission to use offices.</p>

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				<p>Where CEO permission is granted food will not be stored in communal kitchen areas or fridges.</p> <p>Communal tea and coffee making facilities will be suspended until further notice.</p> <p>Staff, trustees and volunteers who must use office space will supply their own food and drink and adhere to the mandatory requirements for handwashing.</p>
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Further guidance: <https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>

Building specifics (when current restrictions at 25.9.20 are relaxed):

Coleham Yard

- 2 people in office maximum; signage will be placed at the Yard’s front door indicating: Trust logo, ‘Entrance only’, ‘Please knock and step back’; Exiting when more than 1 person is in building is through rear thoroughfare.
- Using key pads on the photocopier and desk telephones with touch pens only plus cleaning before/after use with appropriate cleaning materials.
- When reinstated, only one person is allowed into the kitchen area at any one time.
- When work party days are reinstated, any staff working in the office that day would start at 9:30 giving work parties chance to vacate.

The Cut

- Entry codes must be entered using the touch pens provided.
- Entry will be via the main door, exiting the building via an alternative door i.e. side door and gate.
- Using key pads on photocopier, franking machine and desk telephones with touch pens only plus cleaning before/after use with appropriate cleaning materials.
- One person is allowed into the kitchen area at any one time.

The Cut’s meeting rooms

- To minimise risk of contagion, use of any meeting room or office space is for essential internal use only.
- Organisation of use is strictly through members of the SMT.
- Booking rooms is essential – using the online Abbey Foregate Offices calendar remembering one of our risk mitigations is to keep total staff numbers low throughout the Abbey Foregate offices.
- A meeting lead is essential and is responsible for:
 - o The online room booking listing expected attendees (limited to 10 max.),
 - o Highlighting to attendees on the day of the meeting the hygiene regimes in place: personal, room and equipment,

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- Sanitisation including (but not limited to) table tops and edges, door handles, door panels (including three VC toilets) on arrival and on leaving,
- Placing chairs at least 2m apart and opening all available doors and windows,
- Pre-warning attendees to bring extra clothing layers, their own food and drink and what mitigation measures are in place to reduce risk of spread of Covid-19,
- Ensuring core staff (IT and Finance) along with the Reserves team and PAW office are aware of the meeting and that they should avoid entrance/exit and VC toilets at the Abbey Foregate Offices during specified times,
- Ensuring attendees sign/tick in for fire-safety.

Peach Tree office

- A maximum of 3 people only.

Other:

Seconded out staff

- Please follow local organisations policy on limiting spread of Covid-19. In absence of guidelines please adapt these.

Staff working@home

- Please refer to the Covid-19 RA: People-Work@Home-All

Version control: V4.0 (Date: 1.10.20)

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