

Shropshire Wildlife Trust Covid-19 crisis risk assessment

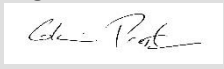
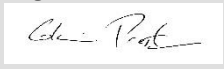

Outline of Hazard/Task: Use of SWT vehicles by staff & volunteers

Additional: As operational activities increase, all vehicles will have a named main driver, named user or users and specific limits on passenger numbers to reduce potential spread of Covid-19.

Location / Grid reference and/or postcode: Shrewsbury - Coleham Yard SY3 7BP; The Cut SY2 6AH; Abbey Foregate carpark SY2 6AH

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: 20.6.20	WG 1st review & evaluation	Date: 3.8.20
CEO (or designate) Print: Colin Preston	Signature: 	CEO (or designate) Print: Colin Preston	Signature: 
Quarterly review & evaluation	Date: 1.10.20	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:

None

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
SWT vehicles have multiple users so the threat to staff health from Covid-19 transmission is increased.	Staff, volunteers	Medium	Medium	As individuals expose themselves and others to higher risk e.g. in the unlikely case of accident or breakdown only essential journeys will be taken using trust vehicles.

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



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				If a journey is essential use of own vehicle (with relevant insurance) will be the default position.
Belief UV light kills Covid-19 on external surfaces exposed to the air.	Staff, volunteers	Medium	Medium	Care will be taken if using trust vehicles for essential journeys or as/when work parties for example restart. The International Ultra Violet Association (IUVA) states not enough research has been conducted and in real-life, the virus can be hidden or shaded (totally or partially) from direct UV light reducing UV's effectiveness.
External door handles, doors, bonnet, boot and all internal surfaces are potentially contaminated.	Staff, volunteers	Medium	Medium	Each vehicle will be equipped with cleaning materials and hand sanitiser for safer essential journeys. Users must sanitise their hands on entry and at the end of use must wipe internal handles, steering wheel, gear stick, controls before exiting the vehicle. 20 second handwashing is mandatory when returning to SWT offices and/or destination
Fuel Stations (Refuelling/ air for tyres/water for screen wash)	Staff, volunteers	High	Medium	Wearing gloves to refuel or add air/water to vehicles is essential. Where gloves are unavailable sanitising hands is expected prior to driving away from fuelling station then washing for 20 seconds upon arrival at destination.
Accidents	Staff, volunteers	Low	Low	Users on essential journeys must ensure they do not require urgent medical attention. If un injured they will exit the vehicle and

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				<p>remain socially distanced from other parties.</p> <p>If First Aid is required by others the RA on FirstAid-Administering must be adhered to.</p> <p>Information on who to call to report accidents are listed in all vehicles.</p>
Breakdowns	Staff, volunteers	Low	Low	<p>Users on essential journeys must remain socially distanced from other parties involved in assisting with breakdowns.</p> <p>Information on who to call to report accidents are listed in all vehicles..</p>
Parking whilst on Trust business	Staff, volunteers			<p>Social distancing rules will be adhered to when walking to / from car parks – see ‘Car parks specifics’ below.</p>
Travelling with passengers	Staff, volunteers	Medium	Medium	<p>See ‘Vehicle specifics’ below.</p>
Individual becomes ill or symptomatic whilst travelling in Trust vehicles	Staff, volunteers	Low	Low	<p>If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) individuals will need to adhere to government advice to self-isolate for 10 days and return the vehicle to base or take it home if necessary.</p> <p>Staff must inform their line manager and volunteers inform their SWT staff contact. They will organise vehicle collection/clean as required.</p>
Passengers become ill or symptomatic whilst travelling in Trust vehicles	Staff, volunteers	Low	Low	<p>If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) the individual will be sent home, by taxi if necessary (and retain a receipt). The individual will</p>

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				<p>be advised to follow government advice including self-isolation for 10 days.</p> <p>All other passengers must stay at home and not leave their house for 14 days.</p>
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Car parks specifics:

Coleham Yard

- **Gates and lock up doors** – strict social distancing will be maintained. Leavers, bolts, padlocks etc. will be sanitised after use.
- **Equipment** – will be stored away and no equipment will be left for others to store away.
- **Rubbish brought in from sites** – this will be disposed of safely and hygienically by the staff member bringing it in.

The Cut

- **Car park space** – Only Trust vehicles allowed in car parking space
- **Signage** – To reduce congestion with deliveries, staff, volunteers & customers signage will outline ‘Parking for Shropshire Wildlife Trust pool vehicles only’ and displayed on each parking bay. Parking will be limited on the parking apron with signage stating “Pick up and drop off for Shropshire Wildlife Trust only. Limited to 10 minutes”

Abbey Foregate carpark

- **Public car park** – with risks of Covid-19 being present both on hard surfaces and in droplets of passing users, social distancing and washing hands for 20 seconds is essential with use of hand sanitiser (min 60% alcohol content) if no handwashing facilities are available .
- **Social distancing** – must be adhered to.

Others (whilst out on Trust work)

- **Public car parks** – risks of Covid-19 being present on both hard surfaces and in droplets of passing users.
- **Social distancing** – Must be adhered to.
- **Handwashing** – As above.

Vehicle specifics:

Minibuses

- Volunteers will be asked to make their own way to work sites.
- To ensure social distancing only 4 seats will be available including driver and no passenger will sit directly behind the driver or a front passenger.

Truck

- Only the driver and two passengers maximum can travel in this vehicle i.e. 3 maximum.
- If 3 persons travelling, one passenger must sit in the rear seat diagonally away from the driver and front passenger in a triangle formation.

Ranger

- Only the driver and one passenger maximum will travel in this vehicle
- The passenger must be sat in the seat furthest away from the driver.

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2x Renault vans

- Only the driver and one passenger maximum will travel in this vehicle
- The passenger must be sat in the seat furthest away from the driver.

Toyota Yaris

- Only the driver and one passenger maximum can travel in this vehicle
- Any passenger will sit in the rear seat diagonally away from the driver

Peugeot estate

- Only the driver and one passenger maximum can travel in this vehicle
- Any passenger will sit in the rear seat diagonally away from the driver

Advisory note: All windows to be opened if environmental conditions allow. Individuals may wear face masks if preferred.

Version control:	V3.0 (Date: 1/10/20)
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