Title: Risk Assessments

Introduction

Risk assessments have been carried out across a number of day to day work situations to ensure where reasonably possible, the health and safety of staff, volunteers, trustees and visitors to our buildings is considered fully. Each risk is assessed for potential hazards, the risk level and likelihood of occurrence.

Precautions are outlined to reduce the possibility of contracting Covid-19.

You should be aware that:

As an employer, SWT have a duty to consult their people on health and safety.

To implement and manage our return to work we have carried out a small number of Covid-19 related risk assessments (RAs) to ensure the safety of our workplaces. 5 RAs cover hazards specific to Covid-19:

1. **Administering (Emergency) First Aid**
2. **SWT Offices**
3. **Working@Home**
4. **SWT Vehicles**
5. **Volunteers & external working groups**

All RAs are available at:
T:\1 Governance\Covid-19\Welcome Back Pack
www.shropshirewildlifetrust.org.uk/welcome-back-pack

Each Covid-19 RA considers additional risk levels and likelihood of occurrence around hazards associated with the Covid-19 crisis. Any previous controls in place for that particular situation must also be acknowledged.

In light of the focus on health & safety measures across SWT and as risk levels and likelihood of occurrence can be subjective, Covid-19 RAs must be approved by the Covid-19 working group (a cross section of SWT staff) and signed off by the CEO or their designate.

This will allow for consensus on measures required and reduce subjectivity.

As the science and guidance around the Covid-19 crisis develops, each RA will be reviewed by the Covid-19 Compliance working group (WG) at least quarterly and version controlled.

Each RA outlines the precautions required to reduce risk level and the likelihood of occurrence.

Arrangements are in place to:
• Limit contact between staff, volunteers, visitors, customers and others.
• Promote social distancing.
• Allow staff, volunteers and visitors to regularly wash or sanitise their hands.
• Guide the regular cleaning of contact surfaces.
• Isolate staff or volunteers who shows symptoms.
• Disinfect hard surfaces in the workplace if staff or volunteers become symptomatic.
• Guide staff and volunteers who show symptoms to avoid coming to the workplace.
• Guide employees who can work from home.

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

Should an outbreak of Covid-19 occur or is suspected a Covid-19 Operating Procedure on Self-isolation is also available.	
Review date: 2/10/20 **Previous review date:** 27.7.20	
Version control:	V3.0

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