

# Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

## Title: Working with external groups

### Introduction

Working with external groups is crucial in supporting the vision and development plans of Shropshire Wildlife Trust (SWT).

A Policy, Risk Assessments and C-19 Operating Procedures (collectively known as COPPRAs) have been carried out to cover a range of day to day situations to ensure where reasonably possible, the health and safety of staff, volunteers, trustees, visitors and general public participating in our activities has been considered fully for potential hazards, their risk levels and likelihood of occurrence

For working groups containing members of the general public (i.e. not staff, trustees or volunteers of the trust), C-19 risk assessments must be considered alongside the site's standard dynamic risk assessment(s).

This COP for working with external groups helps provide additional information and guidance for those who require it, however individuals should also take note of up to date guidance released by the UK Government and/NHS England:

[www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

[www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home](http://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home)

[www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)

All SWT staff have received Covid-19 training. This has taken two forms:

- E-Learning (provided by iHASCO) – Covid-19 Returning to Work
- Small group session via MS Teams – Finding our Bearings: An introduction to SWT's COPPRAs and approach to ensuring Covid-safe working practices.

External work activities on our nature reserves and partner green spaces include (but are not limited to):

- Walks
- Work parties
- Site surveys

At the current time (22.9.20) Government outlines that in England:

- When meeting with people you don't live with (or who you have not formed a support bubble with) you can socialise in groups of up to 6. If your household (and/or support bubble) is larger than 6 people, this is your largest permitted group and you cannot meet as a group with any additional people.
- There are exceptions where groups can be larger than 6 people, including for work, or the provision of voluntary or charitable services BUT 'charitable services' is a grey area, therefore SWT are asking Branches and affiliated groups not to be in groups larger than 6 until clarity is provided.
- Businesses following COVID-19 Secure guidelines can host multiple groups of more than 30 people indoors BUT those groups individually must not be larger than 6 (unless from one household).
- For events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, businesses can host more than 30 people provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment.

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



- Generally, guidance remains that people should only be socialising indoors in groups of up to 6 (including your support bubble).

To help control the virus and to protect yourself and others, the Government promotes that when you leave home you must:

1. Keep two metres away from people outside your household or support bubble as a precaution, or one metre when you can mitigate the risk by taking other precautions in their list,
2. Avoid being face-to-face with people if they are outside your household or support bubble,
3. Keep your hands and face as clean as possible,
4. Keep indoor places well ventilated,
5. Avoid crowded spaces,
6. Work from home if you can,
7. If you have to travel, think about how and when you travel,
8. In line with government guidance be aware of the indoor locations requiring face coverings,
9. Avoid shouting or singing close to people outside your household or support bubble,
10. Reduce the number of people you spend time with in a work [or voluntary] setting,
11. Wash clothes regularly,
12. When at work or in business or public premises, follow their advice to keep you and others safe,

### SWT will:

- Provide up to date guidance.
- Make all C-19 operating procedures, policy and risk assessments (COPPRAs) available via our web pages for reference (planned for September 2020).

As the science and guidance around the Covid-19 crisis develops, each COPPRA will be reviewed by the Covid-19 Compliance working group (WG) at least quarterly and version controlled as required. Interim reviews will be carried out should advice change in the meantime.

### Risk assessments have been carried out for:

1. Volunteers and external groups
2. SWT Offices
3. SWT Vehicles
4. First Aid administration
5. People working at home

### C-19 operating procedures provide additional information covering:

1. COPPRA approvals procedure
2. Risk assessments
3. Improved hygiene
4. Social distancing
5. Self-isolating
6. Wellness at work
7. C-19 outbreaks/local lockdowns/quarantine
8. Branches & Local Groups
9. Working with external groups (draft)
10. Working with youth groups (draft)

**Review date:** 1.10.20

**Previous review date:** 25.8.20

Version control:	V2.0
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What has been updated 22.9.20:	The rule of 6 ; COPPRAs available on SWT web pages; Additional COPs.

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