


Shropshire Wildlife Trust Covid-19 crisis risk assessment

Outline of Hazard/Task: Visitors and staff using The Cut Visitor and Conference Centre

Location / Grid reference and/or postcode: The Cut Visitor and Conference Centre, 193 Abbey Foregate, Shrewsbury, Shropshire, 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:

Initial review	Date: 18 12 2020	1st quarterly review & evaluation	Date:
CEO (or designate) Print:	Signature: 	CEO (or designate) Print:	Signature:
2nd quarterly review & evaluation	Date:	WG 3rd quarterly review & evaluation	Date:
CEO (or designate) Print:	Signature:	CEO (or designate) Print:	Signature:

Please add depending on area of Trust's operations:

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
<p>Direct threat to staff, volunteer, customer & other visitor health and wellbeing from transmission of Covid-19 while on site:</p> <p>Keeping members of the public, volunteers and staff safe.</p>	Visitors, volunteers & staff	Medium	Medium	<p>Practicing effective 2 metre social distancing essential on site to avoid physical contact.</p> <p>Clear signage on site to act as reminders.</p> <p>As returning staff numbers increase, defined entrance(s) and exit(s) for staff and shop customers/visitors.</p> <p>Limits on numbers of customers allowed into shop managed i.e. no more than 4 adults at a time (to be reviewed after 2 weeks).</p> <p>On entry everyone advised they must use sanitiser</p>

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



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				<p>provided: A sanitisation station placed at:</p> <ul style="list-style-type: none"> • shop entrance • staff entrance. <p>Whilst moving around site, visitors, customers, volunteers and staff requested to wear face coverings.</p> <p>Protective screens installed around reception desk/till area.</p> <p>Customer and visitor details will be recorded:</p> <ul style="list-style-type: none"> • Customers invited to use a QR code on Smartphones • Otherwise must provide their contact details. <p>Entry will not be allowed without this.</p> <p>If it's identified people with coronavirus have been to a venue, anyone who was at that venue on the same date <u>may</u> get an alert.</p> <p>If an individual tested positive for Covid-19 they will enter the NHS Track & Trace system and their recent contacts <u>may</u> then receive an email, text or phone from NHS Track & Trace.</p> <p>Interactions with the public must be kept to a minimum, keeping at least 2 metres away at all times. Physical contact must be avoided.</p>
Covid-19 spreads in droplets from nose or	Visitors, volunteers & staff	High	Medium	When coughing or sneezing mouth or nose must be

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mouth when an infected person coughs, sneezes or exhales and enters the body via droplets or touching contaminated surfaces and then touching eyes or mouth				covered with a tissue or sleeve (not hands). Tissues to be disposed of safely in a bin immediately.
Covid-19 survives up to 72 hours on hard surfaces including tools	Visitors, volunteers & staff	Medium	Low	It is therefore essential that customers, visitors, staff and volunteers: <ul style="list-style-type: none"> • Wash hands regularly with soap and water for at least 20 seconds. • Wash hands on arrival of site and before leaving or use sanitiser (at least 60% alcohol based). • Reduce unnecessary touching of equipment, fixtures and fittings • Politely restrict customers from touching stock unless purchasing. • Furniture, surfaces, equipment and objects in use disinfected at the beginning, end and throughout the day with suitable cleaning materials.
People become ill on site or is symptomatic	Visitors, volunteers & staff	Low	Low	If symptoms are seen (a new continuous cough, high temperature, loss of taste/smell) individuals will be sent home and advised to follow government/NHS advice to self-isolate. All those on site at that time will be notified.
Administering emergency First Aid	Visitors, volunteers & staff	Low	Medium	In line with government advice, hands must be washed or alcohol-based gel (at least 60%) used before and after treating a casualty.

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			<p>First Aiders must not cough or sneeze over a casualty when treated and wear a face covering when administering First Aid.</p> <p>Wearing gloves is mandatory when dealing with open wounds. Cuts or grazes on own hands must be protected with waterproof dressing.</p> <p>All waste will be bagged and disposed of safely.</p> <p>Wounds will not be touched with bare hands nor on any part of a dressing used on a wound.</p> <p>Additional masks, gloves and disposal bags will be provided in First Aid kits/safety sacks.</p> <p>In the case of suspected cardiac arrest recognised by absence of signs of life and absence of normal breathing. First Aider must not listen or feel for breathing by placing ear or cheek close to the patient’s mouth.</p> <p>If in any doubt the default position is to start chest compressions until help arrives and ensure an ambulance is on its way.</p> <p>First Aid responders will place a cloth/towel over the patient’s mouth and nose and attempt compression only CPR and/or early defibrillation until the</p>
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				<p>ambulance (or advanced care team) arrives.</p> <p>If Covid-19 is suspected, inform 999 when called.</p> <p>Access to <u>any form</u> of PPE will be worn.</p> <p>After performing compression-only CPR, all responders will wash hands thoroughly with soap and water or 60%+ alcohol-based hand gel as a convenient alternative. They must also seek advice from the NHS 111 coronavirus advice service or medical adviser.</p>
Refreshments and toilets	Visitors, volunteers & staff	Medium	Medium	<p>No refreshments will be provided from SWT to visitors.</p> <p>The café will remain closed and toilets closed to the public.</p>
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Previous review date: Draft V1.0 14/12/20

Version control: **V1.1 (DRAFT) Date:16/12/2020**

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