

WORCESTERSHIRE WILDLIFE TRUST

ORGANISATIONAL RISK ASSESSMENT FOR COVID-19 – UPDATED DECEMBER 2021

1. Introduction

This Risk Assessment sets out the overarching approach that Worcestershire Wildlife Trust (which includes its trading subsidiary W.N.C.T. Enterprises) will take in to protect those people who are returning to work as restrictions are lifted. We understand that people have concerns and the Trust will not expect any staff or volunteers to undertake activities that put them at unreasonable risk, or that causes them undue stress or anxiety as a result of C-19.

The original Assessment was prepared by the Director and has been through a consultation process with the Health and Safety Committee (which includes representation from the trustees and includes staff from across the organisation) to allow broader input. It takes into account of government policies and guidelines. It was updated by the Director in December 2021 to take account of the latest guidance.

It is comprised of a broad statement that outlines the risks and approaches to mitigating these. This will inform more detailed plans and protocols to be developed and implemented by relevant staff.

2. Risk Assessment

The following have been identified as the key areas of risk. Mitigation is based upon the recognised 'hierarchy of control' (attachment 1). Mitigation will be two-phase:

Organisational actions (physical, geographical or temporal mechanisms) put in place by the Trust details of which will be recorded in detail and maintained at Lower Smite Farm.

Operational requirements (behaviour agreed between the Trust staff and volunteers) which will be detailed within specific method statements.

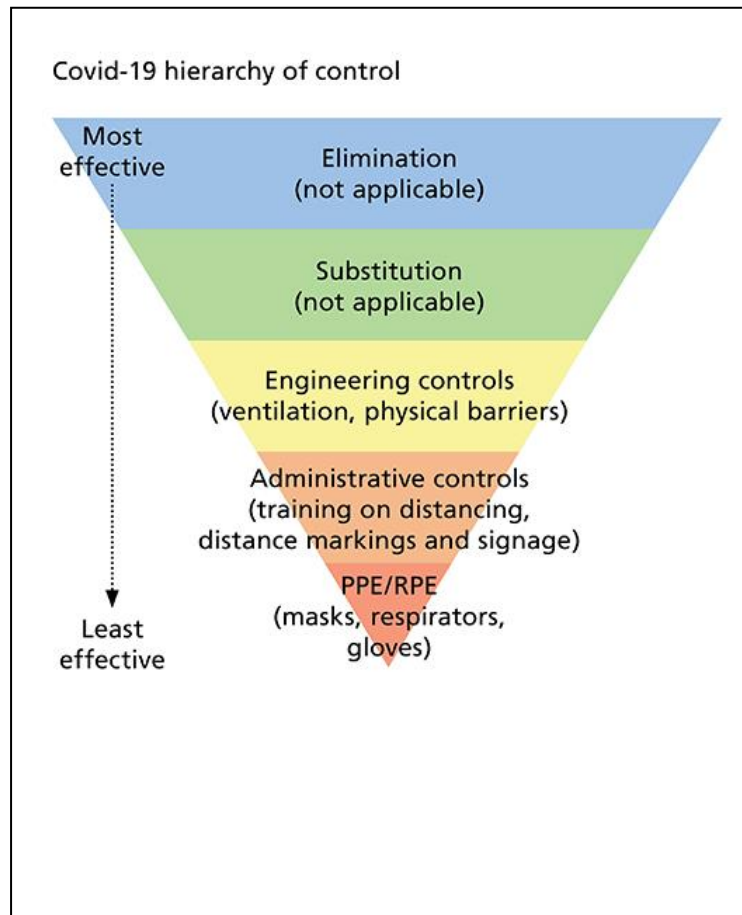
| | Risk | Mitigation | Responsibility | |
|---|---|---|----------------|--|
| Workplace: Lower Smite Farm (office, stores, workshops, vehicle store, granary, trail) | All staff, relevant volunteers, contractors (including cleaners), will at some point use these premises. This presents a risk of contamination. | Current government advice is that staff should work from home if possible. All staff are already working to a hybrid working arrangement where they expected to work some of their time in the office, and some remotely. Most jobs will continue to require some office-based working to a greater or lesser degree. Some jobs may be deliverable entirely from home. | CR | |

| | | | |
|--|--|---|--|
| | | <p>Provision has been made for homeworking to ensure that staff and key volunteers have home work stations and conditions suitable for the type and duration of homeworking they expect to be undertaking. If it becomes apparent that staff or key volunteers do not have home-based facilities suitable for the tasks they are expected to carry out they will be offered 'priority' access to such facilities at work.</p> <p>We will:</p> <ul style="list-style-type: none"> • Talk to everyone individually to agree a plan. • Prioritise on the basis of organisational and individual need/personal circumstances. • Continue to operate a rota system based on the capacity of safe working space at Lower Smite Farm. • Maintain adherence to hygiene and distancing measures and booking procedures. • Maintain provision for office working 5 days a week, ensuring that there is a rota of at least 2 senior staff working from the office during normal office hours. <p>The offices (including reception) will remain closed to the public until at least January 2022</p> <p>The Trust will put in measures to minimise risk, including: Requirement for lateral flow tests before using office facilities, general cleaning and hygiene including provision of hand-washing facilities, sanitisers etc; staggered working hours, rotas etc: protocols for movements on site and for use of shared facilities and equipment, eating/drinking; provision of additional, exclusive workstations; workstation sanitisers; provision of PPE where appropriate; screen for reception once open.</p> <p>Volunteers – Volunteering activities will continue according to need, risk assessment, etc with discretion in the hands of those responsible for</p> | |
|--|--|---|--|

| | | | | |
|---|--|--|-----------------|--|
| | The effects of home-working and then return to work could also cause mental health issues. | particular groups. It is important that decisions are made in consultation with others who are responsible for volunteering. Contractors - Before any contracts are issued specific method statements will be created and agreed. | | |
| Nature Reserves | As most of our nature reserves are once again fully open to the public but we cannot generally control public access therefore they have the potential to be a source of direct contamination to the public and to staff and volunteers who access these reserves in order to undertake their work. Staff and volunteers are involved in carrying out duties on key sites, which includes monitoring levels of public access and behaviour. | Public access to reserves – Normal opening arrangements resumed on all reserves from July 2021, apart from the Smite Trail which will remain closed until further notice. The need to close individual reserves will be kept under continuous review. All staff and volunteers working on reserves will follow agreed method statements or protocols Before any contracts can be issued specific method statements will be created and agreed. | RA | |
| Outreach activities: events, meetings, | Our normal programmes of events and activities with schools, communities, members and the public present a high risk of contamination. | Schools – These will be considered on a case-by-case basis. Commercial Bookings – These will be considered on a case-by-case basis. Face to Face Events (centrally organised and local groups) – Local group face-to-face meetings, and other face-to-face events will be considered on a case-by-case basis. All outreach activities will be subject to the same health and safety considerations. | NP/AW/MP | |
| Travelling to work and between jobs | Staff and volunteers who travel in order to reach a workplace, or who travel between workplaces could potentially be exposed to risk. Using public transport exposes our workers | Method statements are agreed for all staff and volunteer travel, including those for use of Trust vehicles. | HW/JE | |

| | | | | |
|--|---|---|---|--|
| | to members of the public and potentially contaminated surfaces. | | | |
| Working on third party sites | As part of our work we engage contractors to undertake work on our behalf, on our properties or third party sites. | In addition to activity risk assessments staff and volunteers are required to undertake C-19 specific dynamic risk assessments when they visit 3 rd party sites | HW/JE | |
| Vulnerable workers (including volunteers) | The government has defined the most vulnerable who are at greater risk of developing more severe symptoms so special measures are required. | <p>The Trust will continue to work in such a way as to protect the most vulnerable amongst us. As such we require all staff and volunteers to confirm for, whatever reason, they would consider themselves as vulnerable, or if they share a household with a vulnerable person. In such instances we will support such staff or volunteers, particularly with a view to adapting their roles in order for them to work from home.</p> <p>The Trust will work with all declared vulnerable people to protect them, including redesigning work patterns to allow them to work from home.</p> | Staff – CR – under Smite Vols - HW/RA – under Reserves | |

ATTACHMENT 1 Control and mitigation of risks



Elimination

Elimination of the C-19 virus is beyond the remit of the Trust, the way we manage risk during the life span of this risk assessment (expiry date) is designed to minimise such risk until C-19 can be eliminated from the population.

However, adapting work practices in order to allow staff or volunteers to work from home permanently for the life span of this risk assessment (expiry date) effectively 'eliminates' the opportunity for them to be exposed to C-19 as a direct result of their work.

Substitution

It is not feasible to substitute one hazard for another, less dangerous hazard in this instance.

Engineering controls

These are physical controls such as barriers, ventilation, the way we lay-out the work place and how we provide equipment.

Administrative controls

This is the way we organise our workforce, managing hygiene and welfare, practicing social distancing, signage and information.

Personal protective equipment

While at the time of creating this risk assessment personal protective equipment has a high profile in the C-19 media, following the risk control hierarchy, it is recognised as the last resort, the final protection an organisation relies upon to protect their workforce. Only where all previous controls (elimination, substitution, engineered and administrative) have proven insufficient to protect people should it be considered.