

Coronavirus (Covid-19) Organisational Risk Assessment

PART A: Information

Assessor: Mike Hewitt	Job title / role: Central Services Manager	Approved: R. Bice C.E.O.
Date of creation: 07/10/2020 Checked 4.6.21	TRA Reference Number: OA3	Applicable areas: All YWT locations and activities
This risk assessment is to be used in conjunction with the Coronavirus (COVID-19) Safe Working Policy, Procedures and Guidance		
Default requirements: All work that can be done from home will be done from home All existing and all workers returning to work will undergo a briefing including this risk assessment and complete a Coronavirus (COVID-19) Safe Working Checklist and Statement All workers will follow the new working procedures and guidelines		
Links to other requirements: This overarching risk assessment identifies the risks, controls, and remaining risk level specifically applying to working safely whilst Coronavirus (COVID-19) remains a threat. It is to be applied to all YWT activities, and links to other procedures and associated risk assessments. All offices, Visitor Centres and other work-base locations will display a COVID-19 Secure poster once they meet the requirements.		


PART B: Key risks of Coronavirus Transmission

Hazards/hazardous activity	Risk/Outcome	Control/Mitigating Measure	Current Status
Travel to, between, and around work sites	Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or contact with contaminated surfaces.	In order of priority: <ul style="list-style-type: none"> • Avoid travel where possible • Walk or cycle where possible • Use vehicle - No sharing of vehicles where social distancing in line with government guidelines cannot be adhered to. Use separate vehicles or other form of transport. This may require use of private vehicles (procedures remain the same). • Pool vehicles – Wear disposable gloves or sanitise commonly touched surfaces before and after use. Follow Cleaning and Sanitising guidance. • Where the size of a vehicle and layout of its seating does allow for social distancing, and using this vehicle is essential, ensure all occupants are socially distanced in line with current government* guidelines (see example plan for a crew van below). All occupants to wear a face covering and the vehicle must be well-ventilated (by opening windows). All occupants to wear disposable gloves or sanitise hands at the start and end of a journey. 	Active



Example Seating arrangements to maximise distance between vehicle occupants.

- Public transport – To be avoided where at all possible. If absolutely necessary follow the latest government guidance especially with regards to social distancing, and hand hygiene.

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Fieldwork	Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or contact with contaminated surfaces.	<ul style="list-style-type: none"> • Follow current government guidance for outdoor working. • All personnel to attend a Safe Working briefing. • Coronavirus (COVID-19) Over-arching Risk Assessment - All Operations to be followed at all times and used in conjunction with Site and Task Risk assessments. • Follow the Coronavirus (COVID-19) Policy, Procedures and Guidance. • Task risk assessments to be reviewed, adjusted as necessary, and implemented to mitigate Coronavirus (COVID-19) risk. • Where possible work to be carried-out by fixed teams to reduce mixing of personnel. • Plan works to take into account contact with contractors and possible contact with visitors. 	Active
Activities conducted outdoors on reserves including management of visitors, and contractors	Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or contact with contaminated surfaces.	<ul style="list-style-type: none"> • Re-opening of sites to be in accordance with Re-opening of reserves/Gateways guidance. • Follow the latest government guidelines. • Coronavirus (COVID-19) Over-arching Risk Assessment – All Operations to be followed at all times and used in conjunction with Site and Task Risk assessments. • Signage to be displayed at sites reminding visitors of expectations regarding behaviours including keeping socially distanced. • Where practicable car parking, and bike parking facilities to be rearranged to ensure social distancing. • Where practicable one-way systems to be implemented • Contractors to provide Coronavirus (COVID-19) risk assessments and procedures to YWT and YWT to approve and supervise. 	Active
General activities conducted in enclosed spaces (offices, stores, workshops)	Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or	<ul style="list-style-type: none"> • Government guidance on social distancing to be maintained at all times. • Social distancing and hand hygiene reminder signage to be prominently displayed in high pedestrian-use areas and in toilet/handwashing areas. • Enhanced cleaning/sanitising regime to be in place in line with Site-Specific Risk Assessments. • All work activity to be planned to minimise the number of personnel needed for safe operations. • When working in teams, where possible keep to fixed teams to reduce mixing of personnel and keep contact time with others to a minimum. 	Active at a number of sites for essential operations, and for personnel who cannot work at home. Staffing levels limited.

	<p>contact with contaminated surfaces.</p>	<ul style="list-style-type: none"> • Occupancy of buildings to be reduced to a level where social distancing can be effectively maintained and will be dependent on the ability to adhere to the controls in <i>Site-Specific Risk Assessments</i> and associated guidance. • Booking system for reserving workstations to be used to ensure max. building occupancy is adhered to. • 2 metre markings to be implemented where people may need to be reminded of social distancing. • Where practicable separate entrances and exits to be designated and signed to reduce ‘pinch points’ on arrival/departure. • Handwashing or sanitising facilities to be provided at entry and exit points. • Where practicable one-way systems to be put in place. • Welfare facilities to be configured to enable social distancing. Outdoor spaces to be used whenever possible. • Where there are sufficient numbers of toilet/handwashing facilities designate each to a restricted number of personnel. Indicate through signage and instruction. • Where safe* to do so, keep internal doors open to reduce the number of hand-contact points. *ensure compliance with Fire Safety legislation. • Implement <i>YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures.</i> • Increase ventilation by opening windows and doors. 	
<p>Café and retail operations <u><i>(Controls for General activities section above also apply to these operations).</i></u></p>	<p>Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or contact with contaminated surfaces.</p>	<ul style="list-style-type: none"> • Consider reduced opening hours to enable sufficient time for cleaning operations and pre- and post-opening preparations. • Clear instructional signage to be in place to inform visitors of procedures and expectations. • One-way systems to be in place with signage to encourage visitor flow. • Visitors to be asked to wear face coverings when indoors. • Queuing to be socially distanced in line with government guidelines and spacing to be indicated with signage/floor markings. • Menus to be displayed on queuing route to enable visitors to decide on purchases in advance of reaching the service point. • Retail offer to be displayed at suitable points to avoid ‘clustering’ of browsing visitors. • Screens to be installed at service points if social distancing to current government guidelines cannot be met. • Dwell times to managed to be as brief as practicable. • PPE to be provided for personnel i.e. face shields, face coverings, disposable gloves. • Staff and volunteers to be encouraged to wear fresh, clean clothes every day. • Kitchen workspaces to be managed to enable social distancing of personnel in line with government guidelines. • Tables/seating to be spaced according to current government guidelines. • Tables/seating to be cleaned down between customers in line with <i>YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures.</i> • Staff waiting on tables to wear face coverings. • Encourage contactless card payments for purchases. • Visitor toilet/washroom facilities - toilets/urinals/washbasins – close off every other unit to enable social distancing to be maintained. 	<p>Active</p>

		<ul style="list-style-type: none"> - enhanced cleaning/sanitising regime to be in place, with frequent checks being made on cleanliness. - one in, one out system to be in place. • Hand sanitiser to be available to all visitors. • Promote active participation in and adherence to the NHS Track and Trace scheme. 	
Engagement, Education activities and Events <u>(Controls for General activities section above also apply to these operations).</u>	Transmission of Coronavirus (COVID-19) through airborne droplets, close contact with infected people or contact with contaminated surfaces.	<ul style="list-style-type: none"> • Events to be pre-bookable online where possible. • Attendees asked not to attend if displaying any Covid-19 symptoms. • Attendees to remain in their family/bubble for the duration of the event (max. size as current government guidelines). • Maximum attendance to be capped at 30 people to ensure our events are manageable (number to be monitored and adjusted to remain within current government guidelines). • Individual bookings made by any one party to be capped to adhere to current government guidelines. • Social distancing of 2m to be adhered to wherever possible and at least 1m+ at all times. • Delivery staff and attendees to be encouraged to wear face-coverings at all times, particularly if a social distance of 2m or at least 1m+ cannot be adhered to. • Face-coverings to be available for attendees who do not have one. • Events to be held outdoors where possible. • Any indoor event activity to be held in a well-ventilated space. • Face-coverings to be mandatory when indoors. • Hand washing and/or sanitising facilities to be available to attendees. • Cleaning and sanitising procedures to be conducted in line with YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures. • Each family/bubble to be provided with their own set of equipment for exclusive use throughout the event. • Staff and volunteers to be encouraged to wear fresh, clean clothes every day. • Promote active participation in and adherence to the NHS Track and Trace scheme. 	Active