

Coronavirus (Covid-19) Organisational Risk Assessment

PART A: Information

Assessor: Mike Hewitt	Job title / role: Central Services Manager	Approved:
Date of creation: 07/10/2020 Last Updated 4.8.21	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 should be done from home All existing and all workers returning to work an office are required to read and apply the current Over-arching Covid-19 All Ops risk assessment and associated guidance All workers are required to follow the current working procedures and guidelines		
Links to other requirements: The current over-arching Covid-19 All Ops 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.		

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"> • Walk or cycle where possible • Public transport – follow operators' requirements. • Use vehicle – Where it is necessary to share vehicles measures such as wearing face coverings, and ensuring the vehicle is well-ventilated must be implemented. This also applies to the use of private vehicles. Wear disposable gloves or sanitise commonly touched surfaces before and after use. Follow Cleaning and Sanitising guidance. 	Active.
Fieldwork	Transmission of Coronavirus (COVID-19)	<ul style="list-style-type: none"> • 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) Safe Working Policy, Procedures and Guidance. 	Active.

	through airborne droplets, close contact with infected people or contact with contaminated surfaces.	<ul style="list-style-type: none"> • 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. 	
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"> • 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 advice on social distancing in line with government guidance. • 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 contact with contaminated surfaces.	<ul style="list-style-type: none"> • Follow Government guidance on social distancing. • 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. • Occupancy of buildings to be managed at a level where social distancing can be effectively maintained and will be dependent on the ability to adhere to the controls in Site-Specific Risk Assessments 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. • Handwashing or sanitising facilities to be provided at entry and exit points. • Where appropriate and practicable one-way systems could be put in place. • Welfare facilities to be configured to enable social distancing. Outdoor spaces to be used whenever possible. • Increase ventilation by opening windows and doors. • Where safe* to do so, keep internal doors open to reduce the number of hand-contact points and aid the ventilation of the building. <p>*ensure compliance with Fire Safety legislation.</p>	Active. Personnel who can work at home to continue to do so. Staffing levels in offices restricted.

		<ul style="list-style-type: none"> • Implement <i>YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures.</i> 	
<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"> • Ensure sufficient time for cleaning and sanitising operations and pre- and post-opening preparations. • Clear instructional signage to be in place to inform visitors of procedures and expectations. • Recommend that visitors wear face coverings when indoors. • Where appropriate queuing to be socially distanced in line with government guidelines and spacing to be indicated with signage/floor markings. • Retail offer to be displayed at suitable points to avoid ‘clustering’ of browsing visitors. • Screens may be used at service points if social distancing cannot be met. • Dwell times to managed to be as brief as practicable. • PPE to be available for personnel to use where appropriate i.e. face shields, face coverings, disposable gloves. • Kitchen workspaces to be managed where practicable to enable social distancing of personnel. • Tables/seating to be spaced to enable social distancing. • Tables/seating to be cleaned down between customers in line with <i>YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures.</i> • Encourage contactless card payments for purchases. • Visitor toilet/washroom facilities <ul style="list-style-type: none"> - urinals/washbasins – close off every other unit to enable social distancing to be maintained. - enhanced cleaning/sanitising regime to be in place, with frequent checks being made on cleanliness. - encourage visitors to use one in, one out system. • Hand sanitiser to be available to all visitors. • Display NHS Track & Track QR code for those people wishing to participate. • Manual recording to undertaken where people wish details to be taken. 	Active
<p>Engagement, Education activities and Events <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"> • Events to be pre-bookable online where possible. • Attendees asked not to attend if displaying any Covid-19 symptoms. • Manage numbers of participants to ensure events are as safe as possible. • Social distancing signage to be displayed to encourage social distancing, especially in confined or potentially crowded spaces. • Events to be held outdoors where possible. • Any indoor event activity to be held in a well-ventilated space. • Face-coverings to be encouraged when indoors. • Hand washing and/or sanitising facilities to be available to participants. • Cleaning and sanitising procedures to be conducted in line with <i>YWT Coronavirus (COVID-19) Cleaning and Sanitising procedures.</i> • Display NHS Track & Track QR code for those people wishing to participate. • Manual recording system to remain in place for those people who wish details to be taken. • Event equipment to be allocated to groups of attendees and sanitised before and after, rather than swapping equipment throughout a session. 	Active