



Lancashire,  
Manchester &  
N Merseyside

## The Wildlife Trust for Lancashire, Manchester and North Merseyside

### ORGANISATIONAL CORONAVIRUS RISK ASSESSMENT

|  |                      |                 |                          |                  |  |
|--|----------------------|-----------------|--------------------------|------------------|--|
| <b>Areas Assessed</b>  | All Trust Activities | <b>Assessor</b> | Ben Turpin (SHE Advisor) | <b>Published</b> | 11 <sup>th</sup> June 2020<br><i>Reviewed 11/06/2021</i> |
| <b>Statement</b><br>This risk assessment is designated to inform readers of the general measures LWT will be employing in order to minimize the risk of coronavirus transmission on all sites and during its activities. It is the aim of the Trust to ensure all sites and activities are individually assessed to ensure actions beyond this over-arching risk assessment are considered and implemented where necessary.  |                      |                 |                          |                  |  |
| <b>Documentation</b><br>LWT First Aid and Coronavirus Guidance_V1<br>LWT Hygiene and Sanitation in the Workplace Guidance_V3<br>LWT Covid-19 & Vehicles Guidance_V2<br>LWT Coronavirus Workplace Risk Assessment Procedure_V2<br>Coronavirus Volunteering Guidance and Risk Assessment Procedure_V8<br>LWT Conference, Events, School Visits and Venue Hire Coronavirus Guidance_V4<br>LWT Coronavirus PPE_V2<br>LWT Close Contact Working Guidance_V1<br>LWT Volunteering Guidance and Risk Assessment Procedure for Coronavirus_V8   |                      |                 |                          |                  |  |
| <b>Pre-requisites</b> <ul style="list-style-type: none"><li>• As a minimum standard, the Trust will operate in line with all relevant government law and COVID-secure guidance</li><li>• A Covid-19 team has been established and meets on a weekly basis to discuss changes and make key decisions</li><li>• Coronavirus Coordinators are located at each Trust Office and are responsible for supporting local staff and dealing with any minor issues</li><li>• Employees who can conduct their work from home will be encouraged to do so</li><li>• All existing workers will follow new working requirements as outlined by their respective risk assessments and RAMS</li><li>• The term 'Staff' will refer to both paid employees and volunteers</li><li>• This and other risk assessments will be reviewed at frequencies where relatable updates in government guidance are provided</li><li>• All staff and visiting public must not to come onto Trust sites if they are displaying symptoms of COVID-19 or told to self-isolate</li><li>• Staff must report any Covid-19 near misses (confirmed risk of transmission) and any infections, symptoms and testing they are subjected to</li></ul> |                      |                 |                          |                  |  |

Revision: 4

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- Work bubbles are not recognised as a Covid-secure means of working. Close contact work (<2m) can only happen for essential work and follow measures

| Activity/ Scenario  | Virus Transmission | Controls and Procedures   |
|---|--------------------|---|
| <b>Trust Activities – Indoors</b><br>(Offices, Workshops, Welfare Facilities) | Airborne           | <ul style="list-style-type: none"> <li>• A minimum of 2m social distancing instructed at all offices and facilities, adhering to government restrictions</li> <li>• Where social distancing cannot be achieved for urgent/ essential activities, the government’s 1+ rule must be adopted using either face coverings or screens.</li> <li>• Face to face meetings must follow guidance stated in the latest LWT Covid-19 roadmap.</li> <li>• Work areas will be risk assessed to ensure safe staff numbers are managed. Each office has a dedicated Coronavirus Coordinator: <b>LWT Coronavirus Workplace Risk Assessment Procedure V2 &amp; Coronavirus Volunteering Guidance and Risk Assessment Procedure _V8</b></li> <li>• Staff to have a return to work meeting with line managers so they are clear on the new systems operating in their workplace. A return to work form is completed. This also helps to identify staff who are deemed clinically vulnerable</li> <li>• Staff in offices must use their own desks/ workstations in a manner that ensures 2m social distancing.</li> <li>• Staff are required to wear face coverings in all indoor settings until they are seated</li> <li>• One-way systems will be introduced where reasonably practicable when work space is limited and social distancing cannot be applied on routes to facilities (toilets, kitchens, printers, etc.)</li> <li>• Signs will be erected reminding those present of the risks and management measures in place</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> <li>• NHS QR Codes are generated throughout the Trust to support NHS Test and Trace</li> </ul> |

|   |                    | <ul style="list-style-type: none"> <li>• Each workplace is encouraged to increase ventilation unless in breach of welfare regulations</li> </ul>   |
|---|--------------------|--|
|   | Contact Surfaces   | <ul style="list-style-type: none"> <li>• Cleaning procedures are to be set in place and specific to the working environment: <b>LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance_V3</b></li> <li>• Staff will be provided with and encouraged to use washing facilities and hand sanitizing products</li> <li>• Where possible, different entry points to buildings will be used to limit the number of staff entering and exiting through a single door</li> <li>• Doors will remain open where possible. Fire doors will remain shut to comply with regulations</li> <li>• Staff will be assigned set work stations and equipment - Hot desks must only be used when essential. All surfaces must be sanitized before and after use. Equipment must be the staff's own.</li> <li>• Staff are encouraged to bring packed lunches into work to avoid the use of communal kitchens</li> <li>• Signs will be erected reminding those present of the risks and management measures in place</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> </ul> |
| Activity/ Scenario  | Virus Transmission | Controls and Procedures  |
| <b>Trust Activities – Outdoors</b><br>(Reserves, Carparks and Visitors) | Airborne           | <ul style="list-style-type: none"> <li>• Outdoor activities will be risk assessed, planned and managed to ensure the minimal number of staff are required to complete it safely: <b>LWT Coronavirus Workplace Risk Assessment Procedure_V2 &amp; Coronavirus Volunteering Guidance and Risk Assessment Procedure_V8</b></li> <li>• A minimum of 2m social distancing is instructed at all times for work activities, adhering to government restrictions</li> <li>• Where social distancing cannot be achieved for urgent activities, the government's 1+ rule must be adopted using either face coverings or screens.</li> <li>• A Reserve Code of Conduct will be placed on key reserves instructing all visitors and staff to keep left at all times and adhere to 2m social distancing rules, amongst other reserve applicable instructions.</li> </ul>  |

|                    |                    | <ul style="list-style-type: none"> <li>• Where required, grass is mown and managed to widen paths or add passing points to assist with social distancing on narrow footpaths</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> </ul>   |
|--------------------|--------------------|---|
|                    | Contact Surfaces   | <ul style="list-style-type: none"> <li>• The sharing of work tools and equipment is not permitted and must be sanitized at the end of the day</li> <li>• Cleaning procedures are to be set in place and specific to the working environment, activity and key contact points such as carpark machines: <b>LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance_V3</b></li> <li>• Staff will be provided and must use washing facilities and hand sanitising products</li> <li>• Kissing gate latches and doors to hides will be permanently open where practical to remove the need of touching surfaces with hands</li> <li>• Signs will be erected at key points reminding visitors to socially distance and to sanitise their hands if they have been inside hides, viewing screens or used carpark machines</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> </ul> |
| Activity/ Scenario | Virus Transmission | Controls and Procedures   |
| Retail & Catering  | Airborne           | <ul style="list-style-type: none"> <li>• All catering facilities have a completed coronavirus risk assessment: <b>LWT Coronavirus Workplace Risk Assessment Procedure &amp; Coronavirus Volunteering Guidance_V2 and Risk Assessment Procedure_V8</b></li> <li>• Customer Code of Conduct to be displayed informing customers of the measures that are in place which they need to follow</li> <li>• Customers are assisted to maintain 2m social distancing by using floor markings and staff will be assigned specific working areas</li> </ul>   |

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|  |                  | <ul style="list-style-type: none"> <li>• Both Customers and staff are required to wear face coverings at front of shop. Catering staff are exempt from wearing face coverings behind counter if a screen is in place and also in kitchens.</li> <li>• One-way systems will be applied to any catering arrangements including both customer queues and kitchens</li> <li>• A limited, take-away only menu will be offered as a minimum when restrictions allow. Any seated arrangements will be implemented when permitted by restrictions, where safe to do so and risk assessed.</li> <li>• Where available and practical, outdoor service will be prioritised over indoor service</li> <li>• Perspex ‘sneeze screens’ will be implemented at all service points</li> <li>• Toilets where opened, should be managed to limit the number of people from different households using them at any one time</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> <li>• NHS QR Codes will be used at all catering sites to support NHS Test and Trace. When customers are specifically designated seating as part of a hospitality offering they will be asked to either scan the NHS QR code or provide contact tracing details.</li> </ul> |
|  | Contact Surfaces | <ul style="list-style-type: none"> <li>• Strict cleaning regimes will be put in place for kitchen and customer areas as aligned with HACCP practices</li> <li>• Card transactions will be encouraged, with signs at entrances to cafes</li> <li>• No seating will be provided unless permitted by regulations</li> <li>• Serving trays will be removed from use and paper bags used in their place if required</li> <li>• Recyclable utensils will be used to avoid handling of contaminated equipment</li> </ul>   |

|                    |                    | <ul style="list-style-type: none"> <li>• Hand sanitizer will be offered to customers at queues or entry to buildings</li> <li>• Doors will remain open to reduce the need of contact and aid ventilation, unless they are fire doors</li> <li>• Toilets will be regularly cleaned and closed off to customers while doing so</li> <li>• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <b>LWT First Aid and Coronavirus Guidance_V1</b></li> </ul> |
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| Activity/ Scenario | Virus Transmission | Controls and Procedures   |
| Travel             |                    | <ul style="list-style-type: none"> <li>• Staff should avoid travel where possible and utilize digital methods to conduct meetings</li> <li>• The sharing of vehicles for staff is now permitted only when essential and while following the rules set out in the document <b>LWT Covid-19 and Vehicles_V2</b></li> </ul> <p>Guidance has been provided with regards to the sanitation of contact points in a vehicle and should be followed for pool vehicles: <b>LWT Covid-19 and Vehicles_V2</b></p>  |