



Lancashire,  
Manchester &  
N Merseyside

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

### ORGANISATIONAL COVID-19 RISK ASSESSMENT

<b>Areas Assessed</b>	All Trust Activities	<b>Assessor</b>	Ben Turpin (SHE Advisor)	<b>Published</b>	17 <sup>th</sup> August 2021
<b>Statement</b> This risk assessment is designated to inform readers of the general measures LWT will be employing in order to minimize the risk of Covid-19 transmission on all sites and during its activities. During the Step 4 phase of the pandemic, the Trust will aim to simplify Covid-19 management through the use of more generalized Risk Assessment and Guidance that employs strong advice or where necessary its own strict rules in light of local infection rates and heightened risks.					
<b>Supporting Documentation</b> LWT First Aid and Coronavirus Guidance_V2 LWT Hygiene and Sanitation in the Workplace Guidance_V4 LWT Covid-19 & Vehicles Guidance_V3 LWT Coronavirus PPE_V3 LWT Risk Assessments for Indoor Workplaces, Outdoor Work and Volunteering, Venue Hire					
<b>Pre-requisites</b> <ul style="list-style-type: none"><li>• A Covid-19 team has been established and meets on a regular basis to discuss changing circumstances and make key decisions (regularity depends on risk level)</li><li>• General Risk Assessments will be in place that cover all operations of the Trust (e.g. Offices, Volunteering, Meetings, Public Events, etc.)</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 as government guidance and other circumstances change</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), instruction to self-isolated, infections, symptoms and testing they are subjected to</li><li>• Staff are encouraged to take twice weekly Lateral Flow Tests</li><li>• Staff are encouraged to follow government guidance in relation to the vaccination programme</li></ul>					

Activity/ Scenario	Virus Transmission	Controls and Procedures
<b>Trust Activities – Indoors</b> (Offices, Workshops, Welfare Facilities)	Airborne	<ul style="list-style-type: none"> <li>• Indoor workplaces will be supported by the Indoor Work Risk Assessment</li> <li>• Staff should maintain a minimum of 2m social distancing</li> <li>• Workstations and seating for staff meetings must be placed 2m apart where possible or use a separation screen</li> <li>• Where social distancing cannot be achieved, staff should wear a face covering to reduce the risk of airborne transmission.</li> <li>• Staff should wear face coverings indoors until seated</li> <li>• Areas and activities throughout the Trust will follow the best fit risk assessment</li> <li>• Staff should be assessed for vulnerabilities using return to work/volunteering assessments</li> <li>• Appropriate signs and risk assessments will be in place reminding those present of the risks and measures to reduce</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_V2</b></li> <li>• Staff are encouraged to use NHS QR Codes that are displayed throughout the Trust to support NHS Test and Trace</li> <li>• Windows and doors should be opened to help improve ventilation</li> </ul>
	Contact Surfaces	<ul style="list-style-type: none"> <li>• Cleaning equipment and procedures should be available and followed for each working environment: <b>LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance_V4</b></li> <li>• Staff will be provided with and encouraged to use washing facilities and hand sanitizing products</li> <li>• Doors should remain open where possible to remove contacts points. Fire doors will remain shut to comply with regulations</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff should be assigned work stations if they return to offices full time or have hybrid working arrangements. Hot desks will be provided for staff who have irregular office working patterns.</li> <li>• Signs and Risk Assessments will be displayed 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_V2</b></li> </ul>
Activity/ Scenario	Virus Transmission	Controls and Procedures
<b>Outdoor Work and Volunteering</b>	Airborne	<ul style="list-style-type: none"> <li>• Outdoor activities will be supported by the Outdoor Work and Volunteering Risk Assessment</li> <li>• Staff should maintain a minimum of 2m social distancing</li> <li>• Where social distancing cannot be achieved, staff should wear a face covering to reduce the risk of airborne transmission.</li> <li>• A maximum of 15 volunteers should be invited to work parties. More can be invited if deemed essential by the leader</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_V2</b></li> </ul>
	Contact Surfaces	<ul style="list-style-type: none"> <li>• Work equipment can be shared but must be sanitized before use</li> <li>• Cleaning equipment and procedures should be set in place and followed for each working environment: <b>LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance_V4</b></li> <li>• Staff will be provided and must use washing facilities and hand sanitising products</li> <li>• Signs will be displayed at key points advising 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_V2</b></li> </ul>

Activity/ Scenario	Virus Transmission	Controls and Procedures
Retail & Catering	Airborne	<ul style="list-style-type: none"> <li>• Catering facilities will be provided with a general Covid-19 risk assessment:</li> <li>• Covid-19 signs will be displayed to the public to encourage good practice</li> <li>• Customers are advised to wear face coverings while indoors (via poster)</li> <li>• Staff when working front of shop are advised to wear face coverings. Screens will remain in place to create a physical barrier between staff and customers</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_V2</b></li> <li>• NHS QR Codes will be displayed at all catering sites</li> </ul>
	Contact Surfaces	<ul style="list-style-type: none"> <li>• Cleaning regimes will be put in place for kitchen and customer areas as aligned with HACCP practices</li> <li>• Card transactions will be encouraged</li> <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>• 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_V2</b></li> </ul>
Activity/ Scenario	Virus Transmission	Controls and Procedures
Travel		<ul style="list-style-type: none"> <li>• Vehicle sharing is permitted but users must follow the guidance set out in <b>LWT Covid-19 and Vehicles_V3</b></li> </ul>