The Wildlife Trust for Lancashire, Manchester and North Merseyside

ORGANISATIONAL COVID-19 RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Areas Assessed</th>
<th>All Trust Activities</th>
<th>Assessor</th>
<th>Ben Turpin (SHE Advisor)</th>
<th>Published</th>
<th>09/02/2022</th>
</tr>
</thead>
</table>

Statement
This risk assessment is designated to inform readers of the general measures Lancashire Wildlife Trust (LWT) will be employing in order to reduce the risk of Covid-19 transmission on all sites and during its activities and has been updated to reflect the most recent changes to restrictions.

Supporting Documentation
- 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 & Catering

Pre-requisites
- 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)
- General Risk Assessments will be in place that cover all operations of the Trust (e.g. Offices, Volunteering, Meetings, Public Events, etc.)
- The term ‘Staff’ will refer to both paid employees and volunteers
- This and internal risk assessments will be reviewed at frequencies as government guidance and other circumstances change
- 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
- Staff must report any Covid-19 near misses (confirmed risk of transmission), instruction to self-isolated, infections, symptoms and testing they are subjected to
- Staff are encouraged to take twice weekly Lateral Flow Tests and especially in the morning of leading any group activity or meeting others
- Staff are encouraged to follow government guidance in relation to the vaccination programme
<table>
<thead>
<tr>
<th>Activity/ Scenario</th>
<th>Virus Transmission</th>
<th>Controls and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indoor Work</strong> (Offices, Workshops, Welfare Facilities)</td>
<td>Airborne</td>
<td>• Indoor workplaces will be supported by the Indoor Work Risk Assessment&lt;br&gt;• Staff who are in offices should maintain a minimum of 2m social distancing where possible&lt;br&gt;• Unnecessary indoor face to face meetings are discouraged&lt;br&gt;• Workstations and seating for staff meetings should be placed 2m apart where possible or use a separation screen&lt;br&gt;• Where social distancing cannot be achieved, staff should wear a face covering to reduce the risk of airborne transmission.&lt;br&gt;• Staff should wear face coverings indoors until seated&lt;br&gt;• Areas and activities throughout the Trust will follow the best fit risk general risk assessment&lt;br&gt;• Staff should be assessed for vulnerabilities using return to work/volunteering assessments&lt;br&gt;• Appropriate signs and risk assessments will be in place reminding those present of the risks and measures to reduce&lt;br&gt;• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: <a href="#">LWT First Aid and Coronavirus Guidance V2</a>&lt;br&gt;• Staff are encouraged to use NHS QR Codes that are displayed throughout the Trust to support NHS Test and Trace&lt;br&gt;• Windows and doors should be opened to help improve ventilation</td>
</tr>
<tr>
<td>Contact Surfaces</td>
<td></td>
<td>• Cleaning equipment and procedures should be available and followed for each working environment: <a href="#">LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance V4</a>&lt;br&gt;• Staff will be provided with and encouraged to use washing facilities and hand sanitizing products</td>
</tr>
</tbody>
</table>
- Doors should remain open where possible to remove contacts points. Fire doors will remain shut to comply with regulations
- Signs and Risk Assessments will be displayed reminding those present of the risks and management measures in place
- First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: **LWT First Aid and Coronavirus Guidance_V2**

<table>
<thead>
<tr>
<th>Activity/ Scenario</th>
<th>Virus Transmission</th>
<th>Controls and Procedures</th>
</tr>
</thead>
</table>
| **Outdoor Work and Volunteering** (conservation and maintenance) | Airborne           | - Outdoor activities will be supported by the Outdoor Work and Volunteering Risk Assessment
- Staff should maintain a minimum of 2m social distancing where possible
- Where social distancing cannot be achieved, staff should wear a face covering to reduce the risk of airborne transmission.
- A maximum of 15 volunteers should be invited to work parties. More can be invited if deemed essential by the leader
- First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: **LWT First Aid and Coronavirus Guidance_V2** |
| **Contact Surfaces**               |                    | - Work equipment can be shared but must be sanitized before use
- Cleaning equipment and procedures should be set in place and followed for each working environment: **LWT COVID-19 – Hygiene and Sanitation in the Workplace Guidance_V4**
- Staff will be provided and must use washing facilities and hand sanitising products
- 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
- First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: **LWT First Aid and Coronavirus Guidance_V2** |
<table>
<thead>
<tr>
<th>Activity/ Scenario</th>
<th>Virus Transmission</th>
<th>Controls and Procedures</th>
</tr>
</thead>
</table>
| Events, Retail & Catering | Airborne | • Catering facilities will be provided with a general Covid-19 risk assessment  
• Covid-19 signs will be displayed to the public to encourage adherence to restrictions  
• When public facing and front of shop, Staff should wear face coverings. Screens will remain in place by service counters to create a physical barrier between staff and customers  
• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: [LWT First Aid and Coronavirus Guidance_V2](#)  
• NHS QR Codes will be displayed at all catering sites |
| Contact Surfaces | | • Cleaning regimes will be put in place for kitchen and customer areas as aligned with HACCP practices  
• Card transactions will be encouraged  
• Hand sanitizer will be offered to customers at queues or entry to buildings  
• Doors will remain open to reduce the need of contact and aid ventilation, unless they are fire doors  
• First aid staff are provided with guidance for managing coronavirus risks and are provided mask and gloves to reduce transmission during treatment: [LWT First Aid and Coronavirus Guidance_V2](#) |
| Travel | | • Car sharing should only be done when there is no realistic alternative and is critical to the running of business and projects  
• Vehicle sharing guidance is set out in [LWT Covid-19 and Vehicles_V3](#) |