

ORGANISATIONAL COVID-19 RISK ASSESSMENT

Areas Assessed	All Trust Activities	Assessor	Ben Turpin (SHE Advisor)	Published	18/03/2022
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 removal of all legal restrictions in England on 24 th February 2022.					
Supporting Documentation					
LWT Covid-19 General Workplace Risk Assessment_March 2022_V1 LWT Covid-19 Guidance_March 2022_V1 LWT Covid-19 Vulnerability Assessment_March 2022_V1					
Pre-requisites					
<ul style="list-style-type: none"> • Covid-19 will remain an agenda item at bi-monthly SHE Committee Meetings • A single Covid-19 workplace risk assessment now provides all safety measures employed by the Trust and is applicable to all workplaces. • Where necessary, teams are permitted to add further measures to the risk assessment in agreement with their external partners • The term ‘Staff’ will refer to both paid employees and volunteers • This and the general workplace risk assessment will be reviewed at frequencies where government guidance and other circumstances change • All staff and visiting public should not to come onto Trust sites if they are displaying symptoms of COVID-19 or have tested positive • Staff are asked to report any infection and near miss (confirmed positive case in the workplace) • Staff are encouraged to take regular Lateral Flow Tests, 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 • Any new staff and volunteers are assessed for their vulnerability to Covid-19 					
Activity/ Scenario	Virus Transmission	Controls and Procedures			
All Workplaces (Offices, Workshops, Welfare Facilities, Public Areas, Reserves)		<ol style="list-style-type: none"> 1. Anyone who is symptomatic or has tested positive for Covid-19 should not come into the workplace and follow the guidance set out in Section 3 of the Covid-19 Guidance document. 2. Staff should be assessed for vulnerabilities when starting with the Trust or returning to the workplace 3. Staff should report any Covid-19 infections to the SHE Advisor 4. Staff are encouraged to follow government and NHS guidance for vaccinations 			
	Airborne	<ol style="list-style-type: none"> 1. Staff should consider the wearing of face coverings indoors and around others to limit transmission, also taking into consideration the feelings and wellbeing of individuals around 			

		<p>them.</p> <ol style="list-style-type: none"> 2. Windows and/or doors should be opened (partially or fully) to provide good ventilation to disperse and dilute potential pathogens 3. During cooler periods, windows and doors can be opened periodically or during lunch breaks to help balance heating with ventilation 4. Take opportunities to meet outdoors where the risk of airborne transmission is reduced Staff should avoid gathering in tightly packed groups, especially in enclosed spaces.
	Contact	<ol style="list-style-type: none"> 1. Staff should maintain good personal hygiene throughout the day with regular hand cleaning, ideally with soap and water 2. Equipment and work stations should be regularly cleaned or after use using available cleaning equipment