

COVID-19 Risk Assessment Form



Activity Assessed: COVID-19 - volunteering

Activity Location: SWT managed sites county-wide

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Activity	Type of Hazard	Persons at risk	Likelihood of Occurrence	Hazard Severity	Risk Factor	Precautions (Action to be taken to reduce the risk)	New Likelihood of Occurrence	New Hazard Severity	New Risk Factor
Assessing sites prior to volunteer session	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff, volunteers and members of the public.	4	2	6	Check the site before the volunteer session and where necessary change the risk assessment to reflect any change in condition. Ensure existing hazard safety checks & risk assessments are up to date and all existing control measures are in place and remain fit for purpose.	2	2	4
Travelling to and from site	Transmission of Covid-19 virus	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Volunteers should be able to make their own way to the activity. Avoid journeys with more than 1 person per vehicle unless staff/volunteers reside together. If taking public transport please wear a facemask and consider wearing disposable gloves.	1	4	4
Volunteering	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	16	Use pre-booking system to attend sessions. Volunteers to follow Government Covid-19 guidelines on who can volunteer. Identify places, where under normal circumstances, volunteers would not be able to maintain social distancing rules. Identify how to keep people apart in line with social distancing rules. Follow social distancing guidelines. Staff or volunteers to sanitise hands when arriving and be mindful of hand hygiene throughout the day. Volunteers are informed that they should not attend any volunteer sessions if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the volunteer should call their direct contact at SWT, to inform SWT of this and that they will be following the national Stay at Home guidance. Anyone who is Clinically Extremely Vulnerable is advised not to volunteer outside of their home.	1	4	4

Social distancing	Contracting or spreading of Coronavirus (COVID-19), due to lack of social distancing.	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Ensure volunteers are sufficiently distanced (min. 2m) throughout the volunteer day. Practical activities or roles should not take place if they cannot be completed while maintaining social distancing of 2 metres. Ensure rest areas allow enough space for social distancing. Stagger rest breaks if there isn't enough space for the whole group to socially distance. Managing social distance is likely to require constant readjustments to keep themselves, colleagues and volunteers as safe as possible. Where control measures prove insufficient, or too difficult to implement then work should stop, the work site be made safe and vacated as soon as possible. Where volunteers or site visitors do not exercise social distancing, volunteer leaders will ask the person in question to maintain 2 metres distancing. If they repeatedly ignore this, they will be asked to leave the site. Ensure volunteers are aware that they may be asked to leave if they fail to ensure their and others safety.	2	4	8
Hand hygiene	Contracting or spreading of Coronavirus (COVID-19), due to poor hand hygiene	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Volunteers are encouraged to bring their own hand-cleaning material such as 60%+ alcohol-based skin sanitiser and / or soap, to avoid congestion around hand wash stations. 60%+ alcohol-based skin sanitiser and or soap, clean warm water and paper towels should also be readily available. Follow WHO hand washing guidelines and wash hands for a least 20 seconds. Encourage frequent hand cleaning during the volunteer day, especially if they come into contact with surfaces, equipment or materials touched by other volunteers/staff or other site visitors. Washing of hands should include when they arrive at the setting, after touching any site furniture, when returning from breaks, before & after eating and before leaving site. Disinfect handled equipment and PPE once finished with. Collect and double-bag cleaning materials/ disposable gloves for disposal at the end of the day.	1	4	4
Movement through pinch points/ gathering points	In ability to achieve social distancing & likelihood of people having to queue and encounter others at such points. Contracting or spreading Covid-19	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	Check the site before the volunteer session and consider potential pinch points/gathering points. Placement of staff/ volunteer to manage flow in and through key pinch/gathering points, additional signage and social distance markers to promote social distancing	1	4	4
Loading and unloading tools	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	All tools to be cleaned before/after each volunteer session. Anyone having items handed to them should wear gloves and wash or sanitise their hands as soon as the gloves are removed. Volunteers and staff to maintain regular hand washing throughout the day.	1	4	4

Movement through entrance points/gates/padlocks or other contact points such as benches	Contracting or spreading of Coronavirus (COVID-19) through contact with contaminated surfaces	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	Contact transmission risks such as benches/signs/gates should be avoided where possible. Gloves should be worn when opening gates/padlocks etc.anyone touching the site furniture should wash their hands as soon as possible afterwards.	1	4	4
Safety briefing	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	Plan welcome/daily briefing in an area where social distancing can be maintained. This should be away from existing gathering points with other site visitors. Ensure volunteers have a clear task outline and description of the work required that is compatible with social distancing requirements. Leader to check that all volunteers are fit for work and advise them to report any on-set of symptoms during the volunteer day. Volunteers/staff exhibiting symptoms during the day should be sent home, instructed to contact NHS and follow guidance for self-isolation.	1	4	4
Volunteers signing the risk assessment & emergency contact form	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated shared forms/pens	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	12	Booking system to be used to avoid touching shared forms and pens. Volunteers to submit emergency contact as part of the booking process. Volunteers to verbally receive risk assessments, rather than touching paper documents. Copies of risk assessments can be sent via email on request.	1	4	4
Using tools, equipment & PPE	Contracting or spreading Coronavirus (COVID-19) through touching contaminated shared tools, equipment and ppe	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	12	Each volunteer should be supplied with their own pair of work gloves to keep hold of and use for all volunteer sessions. Check the expiry dates on hard hats as these may have expired during the lockdown period. Tools,equipment and PPE should be allocated to particular volunteers/staff and not exchanged/ swapped during the volunteer day. Mark tools & equipment with either a number or symbol, so they can be allocated to each individual and easily identifiable. All tools,equipment should be wiped down with suitable disinfectant before allocation/at the end of the volunteer day. PPE should be worn for cleaning tools – minimum gloves and disposable apron. Ensure all PPE is clean at the start of each volunteer day. Replace damaged items promptly. Particular attention should be paid to gloves. Always put on, take off, hang to dry and store PPE away from rest and eating places, stored personal clothing and from personnel areas of vehicles. Anyone having items handed to them should wear gloves and wash their hands as soon as gloves are removed.	1	4	4

Refreshments	Contracting or spreading of Coronavirus (COVID-19) through contact with contaminated surfaces	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Volunteers will be asked to bring their own refreshments, cups, utensils and lunch. Sharing of any food, cups or utensils should be avoided.	1	4	4
First Aid required including a First Aider involvement	Contracting or spreading Coronavirus (COVID-19) through close contact with an infected pe	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	16	Check First Aid supplies and PPE available and ensure they are still in date. First aiders should be supplied with gloves, apron, goggles or glasses & mask for use when administering First Aid. For any first aid to be administered, the attending first aider will wash their hands/use hand sanitiser before and after touching the patient and first aid kit. 999 to be called if necessary; first aider to avoid transporting patient unless advised to do so by medical staff; if an ambulance not required but patient cannot drive, contact a person living in their household to collect the patient; if a vehicle has to be shared with a person not from the same household, strict guidelines to be followed. If the patient is also showing symptoms of COVID19 (in addition to the injury requiring first aid), the first aider will have to leave the site and self isolate in line with Government guidelines. Where possible reduce close contact with casualties, where close contact is required wear PPE, wash hands & sanitise equipment. Put a face covering on the casualty. Limit number of rescuers, stay up wind where possible, dispose of equipment safely. Only move casualty if you absolutely have to. Changes to CPR advice - For adults: do not do rescue breaths. Chest compressions only. Put a face covering on the casualty. For children: consider rescue breaths and the consequences of not doing so. For children, breaths may be more important in the in the case of arrest, as it is more likely to be a respiratory arrest. Consider the risk of Covid-19 spread vs no action if child is not breathing.	1	4	4
Work site management	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	All volunteer tasks should be planned to allow a minimum of 2 metre buffer zone between volunteers/staff and other site visitors. Where possible divide up tasks within the job to minimise joint working or tool sharing. Where possible divide up the work site into personal work areas. The direct handling and movement of materials between volunteers should also be minimised. Look to use barrier tape/signage to define work areas and maintain social distancing from visitors. Use barrier tape/signage to define edges of mobile work areas - such as start and end of paths when grass cutting/litter picking etc.	1	4	4

General activities conducted in enclosed spaces (stores, workshops)	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	12	Where SWT buildings and facilities have been closed for some time. Before re-opening: a staff member is to check existing hazard specific safety measures are still fit for purpose and go through operational risk assessment. Staff to check all fire exits are still functional, check any fire alarms, smoke detectors or gas alarms such as CO detectors are working. Staff to check that firefighting equipment is still in good order and within inspection periods. Staff to check all electrical equipment still has valid PAT testing certification. For use of the building by staff & volunteers, Government guidance on social distancing is to be maintained at all times. Social distancing and hand hygiene reminder signage to be displayed in high pedestrian-use areas and in toilet/ handwashing areas. Enhanced cleaning/sanitising regime to be in place. All work activity to be planned to minimise the number of people needed for safe operations. Occupancy of buildings to be reduced to a level where social distancing can be effectively maintained. Handwashing or sanitising facilities to be provided at entry/ exit point. Outdoor spaces to be used whenever possible. Where safe* to do so, keep doors open to reduce the number of hand-contact points. *ensure compliance with Fire Safety legislation. Increase ventilation by opening windows and doors.	2	2	4
Covid reporting	Transmission of Covid-19 virus	Staff and volunteers	4	4	16	Volunteer contact details to be collected through booking system for the NHS track & trace. In the incident of a member of staff or volunteer contracting Covid-19, report to line manager & HR Director for further guidance.	1	4	4
Suspected Cases of a person being unwell with COVID19 in the workplace and are too ill to travel home alone.	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces		4	4	16	Unwell person to be removed to an area which is away from others; preferably into an isolated room or area; keep room ventilated if possible; area to be fully cleaned afterwards. The individual who is unwell should use their own mobile phone to call NHS 111 for advice or another person should call 999 if deemed an emergency. Other persons on the site to be informed of the potential risk of infection. If the situation is not deemed an emergency, but the individual can not make their own way home, where possible, before attending any sessions, volunteers should have organised someone that they can call on should they need transporting home.	2	4	8
Use of alcohol hand sanitizer & bonfires	Burns due to flammable liquid in the sanitizer		3	2	6	Staff and volunteers working near to fires to use non-alcohol sanitizer and surface spray only.	1	1	1

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