

**Surrey Wildlife Trust
Risk Assessment Form**

01 February 2000

Activity Assessed:	Wildflower ID training								
Activity Location:	Norbury Park								
Assessed By:	Claire Courtier								
Date	30/04/2021								
Next Assessment due	Ongoing								
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 training session	Conditions may have changed on sites that have not recently been visited and may have suffered from anti-social behaviour, which could lead to injury.	Staff, volunteers and members of the public.	4	2	6	Check the site before the 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	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff and attendees. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Attendees should be able to make their own way to the activity. Avoid journeys with more than 1 person per vehicle unless staff/attendees reside together. If taking public transport please wear a facemask and consider wearing disposable gloves.	1	4	4
Attending the 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. 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. Attendees to follow Government Covid-19 guidelines on who can participate. Identify places, where under normal circumstances, attendees 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 attendees to sanitise hands when arriving and be mindful of hand hygiene throughout the day. Attendees are informed that they should not attend any 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 attendee should call their direct contact at SWT, to inform SWT of this and that they will be following the national Stay at Home guidance.	1	4	4
Social distancing	Contracting or spreading of Coronavirus (COVID-19), due to lack of social distancing.	Staff, attendees 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 attendees are sufficiently distanced (min. 2m) throughout the 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 attendees 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 attendees or site visitors do not exercise social distancing, staff 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 attendees 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, attendees and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	5	4	20	Attendees are encouraged to bring their own hand-cleaning material such as 60%+ alcohol-based skin sanitiser. 60%+ alcohol-based skin sanitiser should also be readily available. Follow WHO hand washing guidelines and wash hands for a least 20 seconds. Encourage frequent hand cleaning during the day, especially if they come into contact with surfaces, equipment or materials touched by other attendees/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, attendees 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 session and consider potential pinch points/gathering points. Placement of staff/attendees 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 equipment	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff and attendees. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	All equipment 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. Attendees 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, attendees 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 attendees. 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 attendees have a clear description of the session that is compatible with social distancing requirements. Leader to check that all attendees are fit for work and advise them to report any on-set of symptoms during the day. Attendees/staff exhibiting symptoms during the day should be sent home, instructed to contact NHS and follow guidance for self-isolation.	1	4	4
Using equipment	Contracting or spreading Coronavirus (COVID-19) through touching contaminated shared tools, equipment and ppe	Staff and attendees. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	4	4	12	Equipment should be allocated to particular attendees/staff and not exchanged/swapped during the day. All equipment should be wiped down with suitable disinfectant before allocation/at the end of the day. PPE should be worn for cleaning tools – minimum gloves and disposable apron.Anyone having items handed to them should wear gloves and wash their hands as soon as gloves are removed.	1	4	4

