

**Surrey Wildlife Trust
Risk Assessment Form**

01 February 2000

Activity Assessed:	Covid-19 - Volunteering								
Activity Location:	SWT managed sites county-wide								
Assessed By:	Claire Courtier								
Date	08/07/2021								
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 volunteer 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 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	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.	5	4	20	Volunteers should be able to make their own way to the activity. If taking public transport or car sharing please wear a facemask, drive with windows open, and consider wearing disposable gloves. Minimise sharing of vehicles where possible.	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. Respect that some people may wish to maintain 2m social distancing. Staff or volunteers to sanitise hands regularly 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 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.	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	Respect that some people may still wish to maintain 2 metres distance throughout the volunteer day. Factor this in when planning practical activities. Ensure rest areas allow enough space for social distancing. Where volunteers or site visitors do not respect others wishing to 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 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 70%+ alcohol-based skin sanitiser and / or soap, to avoid congestion around hand wash stations. 70%+ 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. 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.	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 and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	3	4	12	All tools to be cleaned after each volunteer session. Anyone having items handed to them should wear gloves, or wash/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. Sanatise hands after opening gates/padlocks, touching site furniture etc.	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. 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 exchanged/swapped during the volunteer day should be minimised. 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 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 or wash their hands afterwards.	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	Tea kits will be made available, however volunteers should keep their allocated cup to one side so they're not mixed up or shared. Anyone is welcome to bring their own refreshments/cups if they'd prefer. 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 person in a first aid situation	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

