

**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	01/06/2022								
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
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	If taking public transport or car sharing consider wearing a facemask, drive with windows open.	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. 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 5 days. 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 guidance.	1	4	4
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. 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 bag cleaning materials/ disposable gloves for disposal at the end of the day.	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. Volunteers and staff to maintain regular hand washing throughout the day.	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 volunteers can distance themselves if they wish. 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 follow government guidance.	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. Recommend tools, equipment and PPE should be allocated to particular volunteers/staff, and exchanged/swapped during the volunteer day should be minimised. Recommend marking 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.	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 follow 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.	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	Where possible divide up tasks within the job to minimise joint working or tool sharing.	1	4	4

