

## **Organisational Risk Assessment for Covid-19**

This document sets out Dorset Wildlife Trust's response to the risks associated with Covid-19 to its staff, volunteers and visitors, including contractors and temporary workers, as well as any members of the public who might be affected by the Trust's operations. It does not seek to explain all the ins and outs of the virus as this information is widely available elsewhere, nor replace existing policy and practice ensuring, so far as reasonably practicable, the health, safety and welfare of Trust staff and volunteers.

Covid-19 is recognised as a serious hazard; the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred directly by inhalation or via the hands, and from there to surfaces, then from surfaces to the face (normally by touch). It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). While many of those infected will survive and make a full recovery, in some cases it will lead to fatality. Others may survive, but suffer from long term health effects.

This organisational assessment summarises the mitigation taken to reduce the risk, applying the standard hierarchy of control methodology used throughout all risk assessments processes. Inspection checklists and associated risk assessments will be completed and authorised prior to implementation, relating to each specific workplace/visitor centre. These site based assessments will be carried out by site managers, in liaison with the CE and Head of HR, H&S and Resources.

### **Elimination and substitution**

Following the hierarchy of control methodology at figure 1, Elimination is outside the control of the Trust although the ongoing vaccination programme will clearly seek to head towards elimination of the risk in time.

Substitution is not possible as a control measure. We cannot simply replace Covid-19 with a lesser hazard.

Covid-19 hierarchy of control

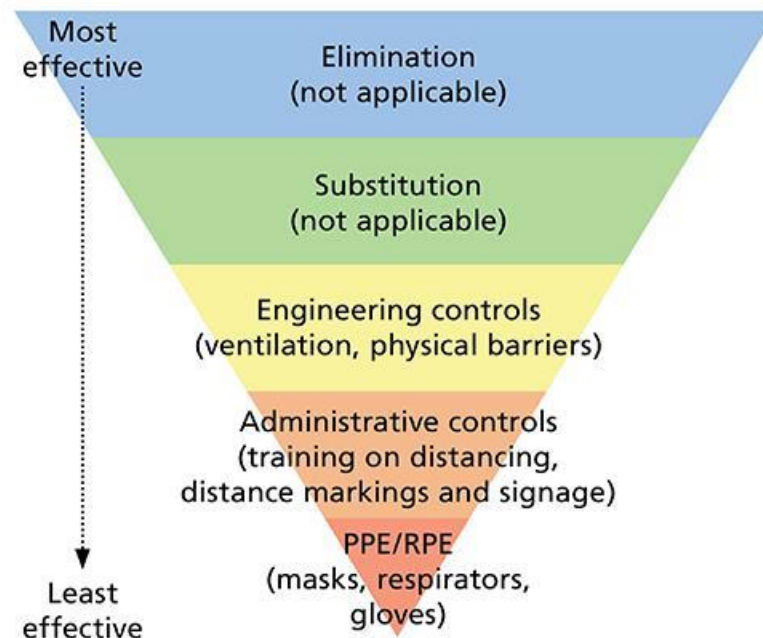


Figure 1. <https://iosh.com/resources-and-research/our-resources/communicable-diseases/coronavirus/returning-safely/risk-assessments/>

### **Engineering controls**

Engineering control mechanisms are focussed on touchpoints and face-to-face contact. Workplaces and offices are re-organised to allow staff to return to work whilst maintaining social distancing through the use of eg provision of handwashing/sanitising facilities, one way systems, low/single occupancy offices. Vehicles are not shared at work where possible and in situations where this is unavoidable, control measures have been established to minimise the risk of transmission.

### **Administrative controls**

Our main way to reduce risk to our staff and volunteers is to keep numbers in any one area to a minimum, to allow for effective social distancing. We have adopted a hybrid working model at our offices, thereby limiting the number of staff present at any one time. Information on handwashing is provided and systems in place for cleaning touchpoints. Signage has been put in place in offices and on the busier nature reserves, to remind visitors to keep their distance from each other and staff.

All of our visitor centres are now open, with visitor number restrictions in some specific areas such as bird hides. Educational activities have recommenced with pre-booking required to allow for a maximum number of attendees to be established. Indoor talks/meetings remain cancelled.

Outside volunteer tasks are again active with pre-booking for each task.

Attendance at each site and activity is recorded on a daily basis, to enable swift and accurate response to any Test & Trace requirements.

### **Personal Protective Equipment**

Following the risk control hierarchy, PPE is recognised as a last resort, the final protection an organisation relies upon to protect its workforce. Supplies of PPE such as gloves and face masks are available for use by staff. Our staff and volunteers are required to wear face coverings indoors when moving around buildings, and remove them when at their work station. PPE in respect of certain tasks such as chainsaw work will of course still be required to be worn when carrying out such activity.

### **Monitoring and Reporting**

The commencement of hybrid working provides a stronger link between staff and managers, enabling clearer communications and the ability to raise queries or concerns about our Covid safe practices in the workplace.

Lateral flow testing is established through workplace collection. All staff and regular volunteers are able to test themselves at home prior to attending sites/centres, reporting on the test results through the Test & Trace website. Any positive lateral flow test is reported to the Head of HR immediately, and the person follows relevant guidance on next steps.

Any member of staff that feels generally unwell, even if a lateral flow test is negative, is not to attend the workplace until cleared to do so by their manager or by Head of HR.

### **Decision Making**

This Organisational assessment will be regularly reviewed and updated by the DWT response team. Changes to working practice will be phased and communicated to all staff, as well as through our regular e-bulletins to members and volunteers.

### **Further Information**

Any requests for guidance, support and further information should be directed to Head of HR & Resources.

A handwritten signature in blue ink, appearing to read "BM Bleese".

BM Bleese (Chief Executive)

July 2021