

## 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 has been updated to reflect the impact of the high transmission rates due to the Omicron variant.

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 have been completed and authorised prior to implementation, relating to each specific workplace/visitor centre. These site based assessments are 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.

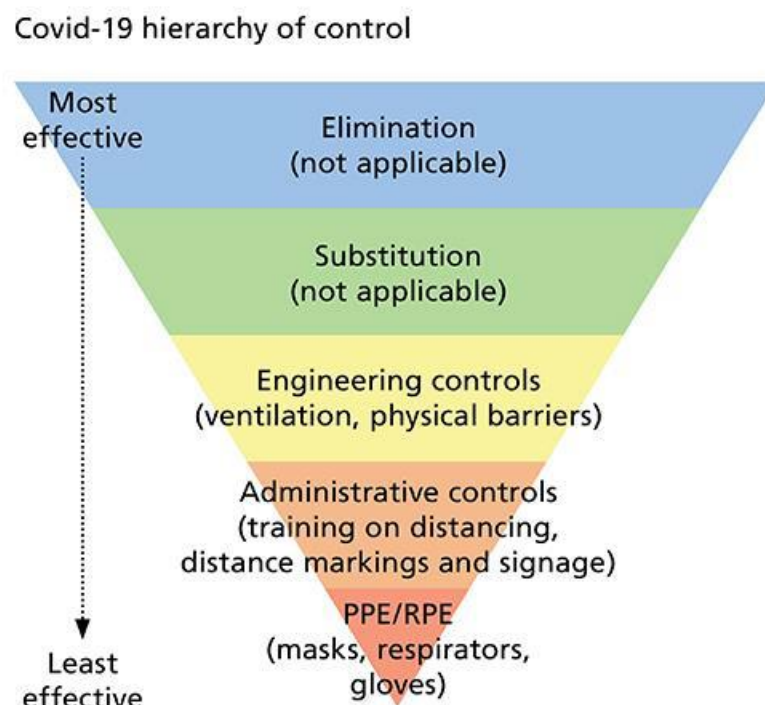


Figure 1. <https://iosh.com/resources-and-research/our-resources/communicable-diseases/coronavirus/returning-safely/risk-assessments/>

### Engineering controls

Engineering control mechanisms are focussed on touchpoints and face-to-face contact. Workplaces and offices are re-organised to allow staff to 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**

**For the short term, our main operational offices are closed to staff (aside from critical work needs) for the period 20 Dec – 14 Jan 2022. Our visitor centres may be closed on an as required basis during this time and all volunteering activities are postponed.**

### **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 are required to wear face coverings indoors when moving around buildings, and remove them only 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**

Lateral flow testing is established through workplace collection or through staff ordering packs via online sources. All staff are required to test themselves at home prior to attending sites/centres. 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 Covid action team, comprising CE, Director of Finance & Resources and the Head of HR, H&S and Resources. This team will review and respond to Covid related threat levels accordingly. 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 or further information should be directed to Head of HR.

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

BM Bleese (Chief Executive)