


## Essential Outdoor Work (inc vol.) Risk Assessment and Method Statement

<b>PROJECT NAME:</b> Essential outdoor work (including volunteering) in the context of coronavirus (CV19) during the national lockdown (Jan 2021 onwards)	<b>DATE</b>	13/01/21	<b>Project Number (if applicable)</b>	
<b>ACTIVITY ASSESSED:</b> Essential outdoor work in a coronavirus context during national lockdown including land management work, site visits and surveying. By essential we mean work for H&S or other legal/contractual reasons. Specific examples include: business critical lone or small group site visits (internal or external); time-sensitive ecological survey/monitoring; small H&S ranger tasks; Working with Water tasks; agri-env scheme delivery by LMT; seasonally restricted work and other priority project outputs.				
<b>LOCATION:</b> SRWT nature reserves and third party sites		<b>WHO:</b> All staff, volunteers, trainees and placements involved with outdoor work.		
<b>ASSESSED BY:</b> Thomas Dunne/Roy Mosley		 <b>SIGNATURE:</b> R.Mosley		

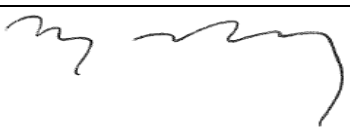
PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

**Calculate Reduced Risk Rating using this chart – is it now Low / medium / High / Very High?**

1	2	3	4	6	8	9	12	16	
LOW				MEDIUM		HIGH		VERY HIGH	

**Obtain authorisation if needed**

<b>REDUCED RISK RATING</b>	<b>Authorisation required by:</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
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<b>LOW</b>	<b>1-4</b>	Assessor			
<b>MEDIUM</b>	<b>6-8</b>	Line Manager / H&S Officer	Roy Mosley		13/01/21
<b>HIGH</b>	<b>9</b>	Director/H&S Officer			
<b>VERY HIGH</b>	<b>12-16</b>	ACTIVITY MUST NOT PROCEED			

				<b>INITIAL RISK RATING</b>								<b>REDUCED RISK RATING</b>					
<b>1</b>				<b>2</b>		<b>3</b>	<b>4</b>	<b>5</b>					<b>6</b>	<b>7</b>	<b>8</b>		
<b>HAZARD</b>				Probability <b>P</b>	Severity <b>S</b>	Risk <b>R</b>	<b>ACTION TO REDUCE HAZARD</b>					What	Who	Done	Probability <b>P</b>	Severity <b>S</b>	Risk <b>R</b>
CV19 infection from:																	
Volunteers and staff working on task on site and coming in to contact with someone infected with CV19 (no symptoms) ie. another volunteer, a staff member or a member of the public				3	4	12	<p>All tasks to take place under Covid secure guidance. See link here: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>In particular:</p> <ul style="list-style-type: none"> <li>• Individual travel</li> <li>• Social Distancing (2m) or (1m+)</li> <li>• Increased cleaning &amp; handwashing</li> <li>• Turn people away with CV19 symptoms or if clinically vulnerable</li> <li>• Keep people in the same work group where possible – a 'team'</li> <li>• Promote track &amp; trace</li> </ul> <p>Only essential/business critical tasks to be undertaken as follow:</p> <ul style="list-style-type: none"> <li>• Contractually obliged/financial penalty for non-delivery</li> <li>• Health &amp; safety of the public</li> <li>• Facilitating public access to green</li> </ul>					<p>Email all staff and vols to advise on process. Share RA.</p> <p>Covid secure work practices to be covered in safety talk and managed on site.</p> <p>Ensure hand and tool cleaning materials are in place and readily available</p> <p>Critical tasks identified and agreed.</p>	<p>RM/Vol mgrs</p> <p>Vol mgrs</p> <p>Vol mgrs</p> <p>Head of CLM/ Vol Mgrs</p>	<p>Yes</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	2	4	8

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2 Probability P	3 Severity S	4 Risk R					6 Probability P	7 Severity S	8 Risk R
<b>HAZARD</b>				<p>spaces during CV19 lockdown</p> <ul style="list-style-type: none"> <li>Business critical project/impact on long-term sustainability of the Trust</li> </ul> <p>No one to attend who is in a 'clinically extremely vulnerable' group – see:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>            NB a clinically vulnerable person should have received a letter from NHS/Gov confirming this.</p> <p>'Clinically vulnerable', moderate-risk volunteers should also be discouraged from attending, this includes those who:</p> <ul style="list-style-type: none"> <li>are 70 or older</li> <li>have a lung condition</li> <li>have a high body mass index (BMI)</li> <li>have health conditions such as diabetes</li> <li>are pregnant</li> </ul> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-2-2">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-2-2</a> People at moderate risk should take extra care and social distance.	<p>Vols to book attendance in advance.</p> <p>Request updated health check forms for volunteers attending and contact all extremely vulnerable people and make clear they must shield. Discourage clinically vulnerable volunteers from attending – accepting only those clearly struggling with mental health &amp; wellbeing.</p> <p>Increase supervision of moderate risk volunteers.</p>	<p>Volunteer/ Vol Mgrs</p> <p>Vol Mgrs /LC</p> <p>Vol mgrs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
				<p>Vols must book attendance in advance. Maximum group number is eight with work 'teams' limited to a maximum of four people i.e. 1 supervisor &amp; 3 vols. Assess the task and the site and decide on safe numbers up to eight to ensure covid secure work practice. Reduce numbers as necessary to maintain covid-security depending on nature of site, task etc. If activity can't be made covid-secure it must not go ahead.</p> <p>Letter available to staff outlining the justification for the work if challenged by the public or the authorities.</p> <p>No weekend volunteer workdays at this time as can't ensure covid-secure due to high visitor numbers on site during lockdown.</p> <p>Any Volunteer Manager who does not feel able to maintain a task as Covid 19 secure must stop the task immediately and contact their Exec Lead.</p>	<p>Review numbers booked and adjust accordingly.</p> <p>Letter written and available for use.</p> <p>Cancel weekend events and update website</p> <p>Stop activity if necessary.</p>	<p>Vol mgrs</p> <p>HCLM</p> <p>CWR.</p> <p>Vol mgrs/ Exec Lead</p>	<p>Ongoing</p> <p>Yes</p> <p>Yes</p> <p>Ongoing</p>			
Core tools and equipment (see annex 1)	3	4	12	All staff / key volunteers to have individual allocation of core tools for work days by supervisor/volunteer manager.	Allocation of individual core tools.	Vol Mgrs Staff on site	Yes	1	4	4
Specialist tools (see annex 2)	3	4	12	Tools that must be used by multiple individuals within a day must be disinfected between use by each individual and at the end of the day	Disinfect between uses.	Supervisor/vol mgr	Ongoing	2	4	8

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
				upon return to the yard by the supervisor/vol mgr.						
Power tools	2	4	8	Each operator is allocated an individual set of equipment that is to be disinfected at the end of day upon return to yard by operator. Each operator to use only their individual PPE provided by their line manager.	Disinfect power tool at end of day.  Operators to have individual PPE.	Operator  Line/vol mgrs	Ongoing  Yes	1	4	4
PPE	2	4	8	All outdoor work staff/volunteers who require it to have individual PPE provided by their line manager, including work gloves, safety specs and helmet that are theirs to use and keep – clean and sanitise regularly. Any additional PPE needed for specific tools or tasks to be allocated to each individual as needed.  If an individual feels the need to wear non-PPE face coverings, they can but these will not be provided by SRWT (except in an emergency – see ‘during first aid’).	Clean and sanitise PPE regularly.  Wearing of face coverings (optional)	Individuals  Individual (optional)	Ongoing  Ongoing	1	4	4
Proximity to others	2	4	8	All staff/volunteers to maintain social distance between themselves and the public at all times.  Manual handling that requires breach of social distance not to be done without separate risk assessment with exec approval (only likely to be approved for essential H&S purposes).	Maintain social distance (SD) – 2m or 1m+  Manual handling – maintain SD or separate RA with exec level approval.	All  All (exec level approval)	Ongoing  Ongoing	1	4	4

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
During first aid	2	4	8	For minor injuries self-administer first aid using first aid kit. In an emergency, first aid to be applied (casualty and first aider to wear a face covering) but if delivering CPR <b>no</b> rescue breaths. They may supervise/instruct someone else in the same household/bubble to administer breaths where appropriate.	Self-administer or apply emergency first aid as necessary. Cleanse/sanitise after administering first aid.	All	Ongoing	1	4	4
Site infrastructure	2	4	8	Avoid touching site infrastructure wherever possible. If not possible, wear your personally allocated gloves – sanitise after use.	Avoid infrastructure and/or sanitise gloves after touching.	All	Ongoing	1	4	4

### Additional notes

For further information see:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Contact Name	Position/ Location	Number
Sheffield and Rotherham Wildlife Trust	Main Office	0114 263 4335
Gas - Transco	Gas leaks and breaks	0800 111999
Water - Yorkshire Water	Water leaks (mains)	0843 1242424
Electricity - Yorkshire Electricity	Power cuts and emergencies	0800 375675
Social Services	Out of hours	0114 2427305
Sheffield Young Children's Service		0114 2817305
NSPCC Child Protection	Helpline	0808 800 5000

South Yorkshire Police		0114 220 2020
Social Services	Children Services	0114 273 4855

**Annex 1: Core Tools**

Including but not limited to: Claw hammer, lump hammer, fencing pliers, spade, shovel, bowsaw, loppers, litter picker, mattock.

**Annex 2: Specialist Tools**

Including but not limited to: Digging bar, shiv holler, maul, sledge hammer, pole saw, pneumatic breaker, impact driver, drop saw.