**GENERAL RISK ASSESSMENT**

**Gwent Wildlife**

Seddon House, Dingestow, Monmouth, NP25 4DY **Location: All GWT**

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| **Title :** GRA-COVID19 Engagement Activities inc volunteering | **Date of Assessment :** 22/12/2020 | **Risk Assessor :** Anthony Cook |
| **Risk Assessment Reference :** GRA COVID 19 Engagement | **People involved in making this assessment :** Natalie Waller, Anthony Cook, Beccy Williams, Kathy Barclay, Adam Taylor |
| **Task/ Process :** For use in designing safe engagement activities - volunteers, events, training | **People at Risk :** Employees, Contractors, Members of the Public, Volunteers, Service Users, Children & Young Persons |
| **Hazard : Infection** Covid-19 is highly infectious strain of coronavirus, potentially fatal disease, particularly to 'at risk' groups, that affects lungs and airways and can be contracted and spread through aerosol transmission via sneezing and coughing and when close talking, or through contact with infected surfaces. |
| **Control Measures:** |
| 1. Hygiene - GWT staff will need to ensure that there is access to hand washing facilities or hand sanitiser at the activity. Participants can be advised to bring own sanitiser. They must be asked to sanitise hands at arrival, before and after consuming food or drink, and before leaving site. |
| 2. Numbers in group - No more than 6 participants outdoors, this includes GWT staff. There should be no Indoor engagement .  |
| 3. Social Distancing - the distance between people of different families should be 2 metres at all times. GWT staff should carefully plan activities to enable this to happen and observe and remind participants if required. Signage or barriers should be used to remind participants, where appropriate. |
| 4. Tools/Equipment logistics - Equipment should not be shared. Each individual or family group should have their own. Staff should consider identifying these - e.g. coloured tape. To distribute - ideally have in a space where participants can collect items themselves without touching others.  |
| 5. PPE - Do not share PPE. If work gloves are required participants must have a new pair which they retain, or provide their own. Wear disposable gloves where appropriate and face coverings if working face to face with another participant closer than 2m. However this scenario should be avoided.  |
| 6. Toilets - only available to activity participants. Place hand gel by entrance and promote use before entering, with signage. Staff should disinfect touch points with sanitising spray at least every 2 hours, and after activity. Ensure soap & paper towels are stocked. |
| 7. Food - Staff should not provide refreshments. Participants should bring their own refreshments, should not share them, and should sanitise hands before and after consuming.  |
| 8. Sickness - if a staff member or their family shows symptoms of Covid-19 the session should be cancelled. Participants should complete and sign a declaration on the day to say that they do not have a temperature or show any symptoms. The Code of Conduct should be on display.  |
| 9. Riddor - HSE guidance for when an employer should notify C-19: 1. Where an unintended incident at work leads to possible or actual exposure to coronavirus. To be reported as a dangerous occurrence; |
| 10. Riddor continued: or 2. Where a worker is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. |
| 11. Booking - all essential sessions need to be booked prior to the day and the Code of Conduct for Engagement sent to them on confirmation of booking. Booking can be via email, telephone or Eventbrite. It includes volunteering. The leader should tick off participants on the day.  |
| 12. Indoors – There should be no indoor engagement.  |

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| 13. Engagement materials e.g. leaflets - staff should present information verbally or provide materials that do not need to be returned. Preparation of these materials should take place 72hrs in advance and distributed through non-contact methods  |
| 14. First Aid - There must be a GWT first aider at each session. For minor incidents, advise the participant and supply first aid resources. GWT staff should only administer first aid directly in a life-saving situation. Wear disposable gloves and mask. Only give chest compressions to adults..  |
| 15. Track and Trace: All attendees will be asked to read the Code of Conduct, confirm that they do not have symptoms and be ticked off on the register. Remind participants to inform GWT if they develop symptoms within 10 days of attending an activity.  |
| 16. Tools/Equipment Cleaning - Equipment should be disinfected using soap and water, sanitising spray or alcohol wipes, after each use, or left for 72hrs before use again and labelled to indicate date of last use. Staff should wash hands and wear gloves before distributing tools on the day. |
| 17. Lone Working - If lone working, the GWT Lone Working Procedure must be followed and a Buddy nominated. Individuals should practice good hygiene by sanitising hands on arrival and regularly during task.  |
| 18. Centres/offices - all must remain closed to the public.  |
| **Documents Associated with this Risk Assessment:** |  |
| **Review Date :** 22/12/2020 | **Reviewer :** Antony Cook |

Page: 2 | 2 © Copyright PBS 2016 Date Generated: 22/12/2020 15:52:41 