


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

PROJECT NAME: Outdoor Work (including volunteering) in the context of coronavirus (CV19).	DATE	13/08/20	Project Number (if applicable)	
ACTIVITY ASSESSED: Outdoor work in a coronavirus context including land management work, site visits and surveying (includes working with volunteers). Specific examples include: lone or small group site visits (internal or external); ecological survey/monitoring (inc vols); small ranger tasks (inc vols); Working with Water tasks; LMT work days (inc vols).				
LOCATION: SRWT nature reserves and third party sites				
ASSESSED BY: Thomas Dunne/Roy Mosley				
 SIGNATURE: T.Dunne/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

REDUCED RISK RATING	Authorisation required by:	Name	Signature	Date
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LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / H&S Officer	Roy Mosley		13/08/20
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

1 HAZARD	INITIAL RISK RATING			5 ACTION TO REDUCE HAZARD	What	Who	Done	REDUCED RISK RATING		
	2 Probability P	3 Severity S	4 Risk R					6 Probability P	7 Severity S	8 Risk R
CV19 infection from:										
Visiting a site	3	4	12	<p>No volunteering until 13th July. Vols to book attendance in advance. Maximum group size of six (inc staff) – to maintain social distance at all times (unless people from same household).</p> <p>For volunteers who were previously shielding they can now attend but need to complete a 'vulnerability declaration' form with their contact officer.</p>	<p>Email all staff and vols to advise on process. Share RA.</p> <p>Request updated health check forms for volunteers attending</p> <p>Email out to all vols re shielding and complete form with relevant staff.</p> <p>Manage the vulnerability forms.</p>	<p>RM</p> <p>LC</p> <p>Vol mgrs</p> <p>LC</p>		1	4	4

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				Those attending must employ good hand hygiene before, during and after. Social distancing at all times.	<p>Vols to book attendance.</p> <p>To be covered in safety talk and managed on site.</p> <p>Wipes/sanitiser available.</p>	<p>Vols</p> <p>Supervisor/vol mgr</p> <p>JW/BK</p>				
Transport (see separate travel/transport RA).	3	4	12	All staff and volunteers to travel in individual vehicles. No shared transport to or on site. Vehicles to be kept generally clean – this makes disinfection more effective. All trust vehicles to be wiped down with sanitising wipes before and after use by the driver. Volunteers to meet on site.	<p>Vehicle checkers to ensure vehicles kept clean and wipes/sanitiser present/replenished.</p> <p>Wipes/sanitiser bought for vehicles.</p> <p>All staff/vol email comms and sharing RA.</p>	<p>Various – see table listing checkers in appendix 1. JW/BK.</p> <p>JW</p> <p>RM</p>	Sanitiser ordered.	1	4	4
Core tools and equipment (annex 1)	3	4	12	All staff / key volunteers to have individual allocation of core tools for work days by supervisor/volunteer manager. Specialist tools not to be shared between individuals and all tools and	<p>Allocation of individual core tools.</p> <p>Specialist tools/equipment to be disinfected at end of day.</p>	<p>Various</p> <p>Supervisor/vol mgr</p>		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
				equipment disinfected at the end of day by supervisor/vol mgr upon return to the yard.						
Specialist tools (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 upon return to the yard by the supervisor/vol mgr.	Disinfect between uses.	Supervisor/vol mgr		2	4	8
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		1	4	4

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
PPE	2	4	8	<p>All staff/volunteers who require for outdoor work 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.</p> <p>If an individual feels the need to wear additional non-task related PPE, e.g. face coverings, they can but these will not be provided by SRWT (except in an emergency – see 'during first aid').</p>	<p>Clean and sanitise PPE regularly.</p> <p>Wearing of face coverings (optional)</p>	<p>Individuals</p> <p>Individuals (optional)</p>		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
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 (see appendix 3)).	Maintain social distance (SD). Manual handling – maintain SD or separate RA with exec level approval.	All All/exec		1	4	4
During first aid	2	4	8	For minor injuries self-administer first aid using first aid kit. In an emergency, first aid should be applied (casualty and first aider to wear a mask) but if delivering CPR no 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		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
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		1	4	4

Additional notes

For further information see:

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

and this on small groups meeting (volunteering in our context):

<https://www.wired-gov.net/wg/news.nsf/articles/DNWA-BQ6JK3>

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
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Appendix

Appendix 1: Vehicle checkers

Allocated Keeper	Vehicle	Reg Number
Ben – SS	Citroen C1	PO63ZJV
Chris S - OL	Astra Red	KN63MYF
Jenny - W@H	Seat Leon	YV19 FLN
Hannah - NRs	Red Van	PK63UYV
Owen - NN	Auris	YO16FUD
Danny - SLLP	Duster	YT19 FZW
Nabil - SLLP	White Badger Van	SC66 OUF
Tom / WS - LMTs	4x4 Ford	EJ55BZG
Tom - LMT	LMT truck	TBC
Steve G - WS	Ford Transit Pickup - WS	FE67 ZWB
Paul / Adele	WS Red Van	DG67 JTX

Appendix 2: Core Tools

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

Appendix 3: Specialist Tools

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