


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

PROJECT NAME: Outdoor Work (including volunteering) in the context of coronavirus (CV19).	DATE	08/12/20	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		WHO: All staff, volunteers, trainees and placements involved with outdoor work.		
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		17/09/20
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

INITIAL RISK RATING				REDUCED RISK RATING						
1	2	3	4	5						
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
CV19 infection from:										
Visiting a site	3	4	12	<p>Vols to book attendance in advance. Maximum group size of twelve (inc staff) – to maintain social distance at all times (unless people from same household) on site. NB Outdoor learning are working to different numbers – see their RA.</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 existing/new volunteers attending</p> <p>Contact all vols re shielding and complete form with relevant staff.</p> <p>Manage the vulnerability forms. Vols to book</p>	<p>RM</p> <p>LC</p> <p>Vol mgrs</p> <p>LC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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
				(see annex 1). Those attending must employ good hand hygiene before, during and after. Social distancing at all times.	attendance. To be covered in safety talk and managed on site. Wipes/sanitiser available.	Vols Supervisor/ vol mgr JW/BK	Ongoing Ongoing Yes			
Core tools and equipment (see annex 2)	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.	Various	Yes	1	4	4
Specialist tools (see annex 3)	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	Ongoing	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	Ongoing Yes	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 non-PPE 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>	<p>Ongoing</p> <p>Ongoing</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
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). Manual handling – maintain SD or separate RA with exec level approval.	All All/exec	Ongoing Ongoing	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 face covering) 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	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
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.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

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: Volunteer Vulnerability Declaration Form

This form can be found here: I:\1PP Policies & Procs\1 Corporate Policies and Procedures\9. Volunteers\FORMS for Vol Handbook

Annex 2: Core Tools

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

Annex 3: Specialist Tools

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