


Community Engagement - Risk Assessment and Method Statement

PROJECT NAME: Engaging communities in events and activities in the context of Coronavirus (COVID-19)	DATE	26.05.2021 updated 22.10.2020 Approved 9.12.2020 Reviewed 25.3.2021 reviewed 7.04.2021 Reviewed		
<p>ACTIVITY ASSESSED: This risk assessment covers activities engaging members of the public through family events, Wild play, out of school provision (youth groups/scout groups and other uniformed groups) and project specific engagement ie Natural Neighbours, Wild at Heart, Connecting steps, landscape connections, SLLP community projects, D4N community engagement</p> <p>Any activities booked through educational establishments such as schools, colleges, FE/HE, home educated groups or as part of accredited training sessions as part of Working for Nature project to follow the Outdoor Learning – Educational provision – Risk assessment and method statement</p>				
<p>LOCATION: All outdoor locations across Sheffield and Rotherham which have been approved for delivery of activities including SRWT nature reserves and council approved locations.</p>				
<p>GROUP : This risk assessment applies to all our activity which engages families, adults, children or young people in a social context</p>				
<p>ASSESSED BY: Linda Baldwin REVIEWED BY: Engagement and Learning staff, Cathy Slater, APPROVED BY: Cathy Slater</p>		<p>SIGNATURE: </p>		
<p>PROBABILITY RATINGS</p>		<p>SEVERITY RATINGS</p>		
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
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / H&S Officer			
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

METHOD STATEMENT

Sheffield and Rotherham Wildlife Trust deliver a number of activities aimed at connecting people with nature. This may be through funded projects or through bookable events. Activities are delivered to people of all ages.

On the 22nd February 2021 the government set out a 4 step road map to start the easing of restrictions. Each step is conditional of each step being met satisfactorily. From the 17th May we will be moving into Step 3 of the roadmap.

This risk assessment covers:

- wild play, environmental play, family events, out of school provision including youth provision and uniformed groups and any activity delivered through funded projects Wild at Heart, Connecting Steps, Landscape connections and Natural Neighbours.

From 17th May (step 3) to 21st June 2021

- groups of **up to 30** people will be allowed to meet **Outdoors**.
- Rule of 6 or two households can meet **Indoors** – provided there is adequate space for social distancing

- Parent and child groups of UP TO 15 parents can meet **Indoors** (under 5's do not count within limit) or up to 30 outdoors
- Youth groups of UP TO 15 people can meet **indoors** (leaders and group helpers do not count within limit)
- Larger organised event capacity limits apply – Indoor and outdoor non-seated events are 50% usual capacity. Outdoor seated at 25% of usual capacity

For those people who are older and/or more vulnerable additional time and instruction written or visual is required to ensure they understand clearly what is expected.

Some of our engagement involves working with individuals and groups that do not use English as a first language. This will involve working with community organisations to ensure the message is clear and using visual aids as necessary.

Use of minibus travel/coach travel cannot be arranged at this time due to restrictions around mixing households in an indoor space and will be reviewed for step 4 – 21s June.

All locations must be suitable to accommodate social distancing guidelines and activities must be delivered in line with approved numbers (see above). SRWT leader must repeat and reinforce instructions on a regular basis throughout the session

This risk assessment will be reviewed regularly to reflect any changes in government restrictions and must be used in conjunction with the following:

1. SRWT Covid-19 risk assessments for Outdoor Work, Staff travel and transport, Fairport yard and Office working.
2. SRWT Policies and procedures around Safeguarding and health and safety
3. Activity specific risk assessment

This risk assessment is informed by the government guidance <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

This risk assessment will be reviewed following the roadmap moving to Step 4 – not before the 21st June.

	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
Is the spread of COVID-19 in each of the following situations:										

	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
Staff or participants contracting COVID-19 during or following delivery of a session at one of the above locations	3	4	12	<p>All activities must be held outdoors wherever possible. Participants are required to book onto sessions beforehand to ensure numbers remain within permitted limits.</p> <p>In the event of adverse weather conditions and session not able to proceed. Session to be cancelled and rearranged.</p> <p>The session can move indoors ONLY if within the permitted numbers.</p> <p>Individual groups meeting indoors must not exceed the government limit of 6 or 2 households (excluding leader).</p> <p>When working with specific organisations such as a youth provider, after school club, registered home schooling group working with young people under 18 – group sizes are permitted up to a maximum of 15 providing</p>	<p>Participants required to book onto session through a booking form or Eventbrite. If working with a partner organisation SRWT group leader to liaise with partner organisation regarding numbers and booking onto sessions</p> <p>Booking form or safeguarding partnership agreement to be in place to ensure group is compliant with social distancing.</p>	<p>SRWT lead staff member</p> <p>SRWT lead staff member</p>	<p>Prior to session</p> <p>Prior to session</p>	2	4	8

	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
				<p>there is adequate supervision and the group is able to maintain safe social distancing of 2m.</p> <p>If activities are being delivered on non SRWT sites. A copy of current risk assessment to be sent to relevant department within SCC or RMBC prior to activities proceeding</p> <p>SRWT leader to report to line Manager/Head of engagement if they take ill with symptoms of COVID-19. Staff member to be tested in line with track and trace. If test comes back positive - group or individuals to be notified and asked to self isolate.</p> <p>SRWT leader to notify line manager/head of department if contacted by NHS Track and trace and required to self-isolate for 14 days.</p> <p>For Individuals or Groups who do not have English as a first</p>	<p>Email communication to RMBC/SCC for approval for activities to proceed</p> <p>Register of attendees and contact details in line with track and trace taken.</p>	SRWT lead staff member	Register checked at start of session			

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HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				<p>language - Project lead to provide information around session guidelines to community partners to ensure they can support participants to follow what is expected.</p>	Information emailed to partner organisation					
Contracting COVID-19 through taking part in activities as part of the session	3	4	12	<p>Social distancing of 2m must be maintained at all times between participants unless from the same household</p> <p>Only non-contact games to be played.</p> <p>SRWT staff to maintain a safe 2m distance from other people throughout the session</p> <p>Staff to remain alert to individuals not observing social distancing requirements.</p> <p>When walking around a public green spaces /woodland etc – participants advised to wash/sanitise hands after</p>	Letter or instructions provided to participants to remind them of social distancing guidelines plus Safety talk given at start and as needed to remind participants of key points of social distancing.	Staff leading session	During session	2	4	8

	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
				<p>touching gates/fences/benches and styles.</p> <p>Safety talk given to participants at start of session to go over key points around social distancing.</p> <p>For Older and/or more vulnerable participants i.e. Wild at Heart- staff will visually demonstrate what the appropriate safe distance is at the start or the session or as needed using visual aids as needed. Extra time factored in to ensure participants are clear</p> <p>Visual demonstration of safe distancing also to be given to families who may not use English as a first language</p>	<p>Safety talk</p> <p>Visual prop may be used ie cones, ribbon etc</p>	Staff leading session	Start of session			
Contracting COVID-19 from contaminated equipment	3	4	12	<p>Adapt and deliver activities to minimise sharing/touching of equipment.</p> <p>When working with vulnerable adults such as with Wild at Heart participants additional equipment will be</p>	<p>Planning of activities – e.g. use of colour coded equipment to keep use to one group. Pre prepare materials such as balls of clay etc</p> <p>Hand sanitiser,</p>	Staff leading session	Before, and after session	2	4	8

	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
				<p>provided and participants asked not to share or pass equipment around</p> <p>Equipment with hard surfaces must be previously cleaned before the session with soap and water or sanitising wipes, or quarantined for 72 hours (3 days), and either cleaned afterwards or left to quarantine.</p> <p>Equipment that is not readily cleaned must have been quarantined or not be used.</p> <p>Safety talk given to group at start of session to ensure starting with clean or sanitised hands. Individuals to wash/sanitise hands at various intervals during the session.</p> <p>More equipment will be used to minimise sharing.</p> <p>Hand wipes/sanitiser to be available</p>	<p>wipes, appropriate area to quarantine equipment</p> <p>Session plan and information sheet for staff leading session to ensure consistency</p>	Staff leading session	At start of session			

	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
Contracting COVID-19 whilst administering first aid	3	4	12	<p>SRWT staff to carry first aid kit. Participants to self-administer first aid if minor injury. In the event that CPR is required. No rescue breaths to be done. Casualty and first aider to wear face coverings/masks and wash/sanitise hands afterwards.</p> <p>If working with a community group, their staff to administer first aid in line with their own policies to their participants.</p>	<p>First aid kit</p> <p>Community group leader to be advised of their responsibility for first aid during booking process.</p>	First aider leading session	During session	2	4	8
Contracting COVID-19 through use of toilet facilities	3	4	12	<p>Toilets in a public place to be used at the discretion of group leader or individuals.</p> <p>Where appropriate participants advised to wash/sanitise hands and key touch points ie flush, handles, taps before and after use.</p> <p>At Greno Woods use of the SRWT toilet should be limited as much as possible – staff to advise individuals/group leader to</p>	Hand sanitiser/wipes	Staff leading session	Each session	2	4	8

	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
				manage access for their group. SRWT staff should follow the agreed protocol for cleaning of toilet facilities at Greno Woods before and at the end of the session.						
Contracting COVID-19 through refreshments	3	4	12	<p>Activities that involve eating or drinking are to be limited</p> <p>No shared refreshments to be provided during the session. Depending on length of session ie all day everyone advised to provide their own refreshments</p> <p>Prior to lunch breaks/snacks participants advised to wash/sanitise hands.</p>	<p>When planning activities</p> <p>Advice to individuals/participants re own refreshments during booking process</p>	Staff leading session	ongoing	2	4	8

	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
				<p>When delivering activities with an organised small group ie youth group/wh group Hot drinks may be provided during the session. No snacks to be provided.</p> <p>Hot chocolate/or other drinks for sessions to be prepared in flasks prior to the session. Mask to be worn when preparing to avoid contamination. Hot drink to be poured out by staff member during session and shared out by group leader/teacher or picked up by children. If session is with adults they are to be asked to pick up their own drink. Empty cups to be put in bag by individuals and taken away to be washed after session by group leader/SRWT staff Cups/spoons to be washed before and after session in hot soapy water.</p>						

1	INITIAL RISK RATING			5				REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
Increase in fire/burns risk due to use of hand sanitiser containing alcohol	2	4	8	Make clear that hands must be completely dry after using hand sanitiser before any activity involving fire or fire lighting	Include in safety talk/instructions prior to activities involving fire.	Staff leading session	During session	1	4	4

Additional notes

For further information see:

Contact Name	Position/ Location	Number
Linda Baldwin	Community Engagement and Learning Manager	0114 2634335
Amy Simcox/Cathy Slater	Head of Engagement	0114 2634335
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

