


## Community Engagement - Risk Assessment and Method Statement

<b>PROJECT NAME:</b> Engaging communities in events and activities in the context of Coronavirus (COVID-19) – updated in line with step 4 of the government roadmap (from 19 <sup>th</sup> July)	<b>DATE</b>	02.08.2021 updated  <b>22.10.2020 Approved</b> 9.12.2020 Reviewed 25.3.2021 reviewed 7.04.2021 Reviewed		
<b>ACTIVITY ASSESSED:</b> All 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  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				
<b>LOCATION:</b> All outdoor locations across Sheffield and Rotherham which have been approved for delivery of activities including SRWT nature reserves and council approved locations.				
<b>GROUP :</b> This risk assessment applies to all our activity which engages families, adults, children or young people in a social context				
<b>ASSESSED BY:</b> Linda Baldwin <b>REVIEWED BY:</b> Engagement and Learning staff, Cathy Slater, <b>APPROVED BY:</b> Cathy Slater		<b>SIGNATURE:</b>  		
<b>PROBABILITY RATINGS</b>		<b>SEVERITY RATINGS</b>		
Probable (likely to occur immediately)	<b>4</b>	Catastrophic (death/severe illness)	<b>4</b>	
Reasonably probable (probably will occur in time)	<b>3</b>	Critical (serious injury/illness)	<b>3</b>	
Remote (may occur in time)	<b>2</b>	Marginal (not serious)	<b>2</b>	
Extremely remote (unlikely to occur)	<b>1</b>	Negligible	<b>1</b>	

**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 19<sup>th</sup> July 2021 the government moved the country to step 4 of the roadmap out of lockdown. In step 4 all legal restrictions have been lifted, but we must continue to remain cautious during this transition period.

From this date all engagement activity can continue to take place. Sessions must continue to be held outside wherever possible, but indoor space may be used provided extra precautions are taken as outlined below:

Any indoor space must be well ventilated and have adequate space to safely accommodate the numbers of the group including any staff or volunteers allowing for a reasonable level of social distancing. Staff must also check with the venue what their own requirements are and staff or volunteers must adhere to the guidelines of the venue, which may include use of face coverings as required.

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 19<sup>th</sup> July** - step 4 of the roadmap has come into place.

- no limits on numbers of people that can meet outdoors..
- no limits on numbers of people to meet indoors or from multiple households

As a number of people who attend our sessions may be elderly, more vulnerable and may not have had both vaccines, we must continue to be cautious and considerate of their needs.

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.

Travel can be arranged through minibus hire/ or coach travel but this must be done in conjunction with our own travel risk assessment and the requirements of the coach company. Staff must ensure any information is relayed clearly to participants.

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>

	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:										
Staff or participants contracting COVID 19 during an organised activity by coming into contact with someone who has the virus	3	4	12	<p>All activities must be held outdoors wherever possible with groups or individuals booking onto a session</p> <p>Indoor space may be used in line with the venue requirements. Staff must wipe down surfaces before and after use. Activities to be kept to small group sizes wherever possible.</p> <p>Staff to keep indoor use to a minimum and to ensure the venue is well ventilated throughout.</p> <p>When using external venues staff must ensure they are familiar with the venues specific covid 19 RA and mitigations before running the session. This is to ensure the session can be planned to meet our and customer's safety requirements.</p> <p>Participants may bring their own face coverings to wear if they feel more comfortable (especially in indoor situations) Face</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. SRWT staff to ensure group leaders and participants understand the requirements.</p> <p>Information shared with participants or parents/carers for Wild play</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>coverings will not be provided by SRWT.</p> <p>Participants are required to book onto sessions beforehand to ensure numbers are manageable and it must be made clear to them that they must not attend if they are feeling unwell or have any symptoms leading up to the session.</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><b>For Individuals or Groups who do not have English as a first language</b> - Project lead to provide information around session guidelines to community partners to ensure they can support participants to follow what is expected.</p> <p>If anyone during a session</p>	<p>Booking form or safeguarding partnership agreement to be in place to ensure group is compliant with social distancing.</p> <p>Email communication to RMBC/SCC for approval for activities to proceed</p> <p>Information shared through partners to translate or shared using visual methods</p>	<p>SRWT lead staff member</p> <p>SRWT lead staff member</p>	<p>Register checked at start of session</p>			

	INITIAL RISK RATING							REDUCED RISK RATING		
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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>develops symptoms or feels unwell. Prompt action to be taken with the individual separated from the rest of the group. They will be asked to go home and get tested</p> <p>Anyone contacted by track and trace or other staff or volunteers supporting the session who have been in close contact with the infected person must self-isolate for 10 days</p> <p><b>From 16<sup>th</sup> August</b> – anyone contacted through track and trace that have been double vaccinated and have no symptoms are not required to self-isolate. If the staff member or volunteer goes on to develop symptoms they must self-isolate and arrange to take a PCR test</p>	<p>Staff member to notify exec lead and HR ops manager to enable track and trace procedures to be put in place</p> <p>Staff member must notify exec lead and HR ops manager</p>					
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</p>	<p>Planning of activities – e.g. use of colour coded equipment to keep use to one group. Pre</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>vulnerable adults or younger children additional equipment will be 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</p>	<p>prepare materials such as balls of clay etc Hand sanitiser, 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
				be available						
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 whilst travelling to activities and sessions.	3	4	12	<p>It is recommended that participants make their own way to sessions.</p> <p>For activities that involve a minibus or coach to a venue. Staff must follow SRWT travel COVID 19 risk assessment. When booking a minibus or coach. SRWT staff must check with the coach company what their</p>	Staff to relay travel arrangements to participants prior to any visit out using coach or minibus	Staff leading session	Prior to 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>requirements are including the use of face masks.</p> <p>Staff must not offer lifts to any participants to and from sessions</p>						
Contracting COVID-19 through use of toilet facilities/indoor spaces	3	4	12	<p>Staff to check requirements of venue being used.</p> <p>When using indoor facilities staff to wipe down surfaces before and after.</p> <p>Toilets in a public place to be used at the discretion of group leader or individuals.</p> <p>At Greno Woods use of the SRWT toilet should be limited as much as possible – staff to advise individuals/group leader to manage access for their group.</p> <p>SRWT staff should follow the agreed protocol for cleaning of toilet facilities at Greno Woods before and at the end of the session.</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
Contracting COVID-19 through Food and drink	3	4	12	Food and drink only to be provided as part of organised activities. No sharing of refreshments brought in by participants within the group	Information given to participant through booking process.	Staff leading session	ongoing	2	4	8
				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.						

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	<b>0114 2634335</b>
Amy Simcox/Cathy Slater	Head of Engagement	<b>0114 2634335</b>
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

