

**Surrey Wildlife Trust  
Risk Assessment Form**

01 February 2000

<b>Activity Assessed:</b>	Covid-19 - Volunteering								
<b>Activity Location:</b>	SWT managed sites county-wide								
<b>Assessed By:</b>	Claire Courtier and Esther Hill								
<b>Date</b>	16/02/2023								
<b>Next Assessment due</b>	Ongoing								
<b>Activity</b>	<b>Type of Hazard</b>	<b>Persons at risk</b>	<b>Likelihood of Occurrence</b>	<b>Hazard Severity</b>	<b>Risk Factor</b>	<b>Precautions Action to be taken to reduce the risk.</b>	<b>New Likelihood of Occurrence</b>	<b>New Hazard Severity</b>	<b>New Risk Factor</b>
<b>Travelling to and from site</b>	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	If taking public transport or car sharing consider wearing a facemask, drive with windows open.	<b>1</b>	<b>3</b>	<b>3</b>
<b>Volunteering</b>	Contracting or spreading of Coronavirus (COVID-19), through close contact with infected people	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Use pre-booking system to attend sessions. Staff or volunteers to sanitise hands regularly throughout the day. Volunteers are informed that they should not attend any volunteer sessions if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 5 days.	<b>1</b>	<b>3</b>	<b>3</b>
<b>Hand hygiene</b>	Contracting or spreading of Coronavirus (COVID-19), due to poor hand hygiene	Staff, volunteers and members of the public. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Volunteers are encouraged to bring their own hand-cleaning material such as 70%+ alcohol-based skin sanitiser. 70%+ alcohol-based skin sanitiser should also be readily available. Encourage frequent hand cleaning during the volunteer day. Follow WHO hand washing guidelines and wash hands for at least 20 seconds.	<b>1</b>	<b>3</b>	<b>3</b>
<b>Safety briefing</b>	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Plan welcome/daily briefing in an area where volunteers can distance themselves if they wish. Ensure volunteers have a clear task outline and description of the work required. Leader to check that all volunteers are fit for work and advise them to report any on-set of symptoms during the volunteer day. Volunteers/staff exhibiting symptoms during the day should be sent home, instructed to follow government guidance.	<b>1</b>	<b>3</b>	<b>3</b>
<b>PPE</b>	Contracting or spreading Coronavirus (COVID-19)e	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Recommend each volunteer should be supplied with their own pair of work gloves to keep hold of and use for all volunteer sessions.	<b>1</b>	<b>3</b>	<b>3</b>

<b>Refreshments</b>	Contracting or spreading of Coronavirus (COVID-19) through contact with contaminated surfaces	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Tea kits will be made available, however volunteers should keep their allocated cup to one side so they're not mixed up or shared. Anyone is welcome to bring their own refreshments/cups if they'd prefer.	<b>1</b>	<b>3</b>	<b>3</b>
<b>First Aid required including a First Aider involvement</b>	Contracting or spreading Coronavirus (COVID-19) through close contact with an infected person in a first aid situation	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Check First Aid supplies and PPE available and ensure they are still in date. First aiders should be supplied with gloves, apron, goggles or glasses & mask for use when administering First Aid. For any first aid to be administered, the attending first aider will wash their hands/use hand sanitiser before and after touching the patient and first aid kit. 999 to be called if necessary; first aider to avoid transporting patient unless advised to do so by medical staff; if an ambulance not required but patient cannot drive, contact a person living in their household to collect the patient; if a vehicle has to be shared with a person not from the same household, strict guidelines to be followed. If the patient is also showing symptoms of COVID19 (in addition to the injury requiring first aid), the first aider will have to follow Government guidelines. Where possible reduce close contact with casualties, where close contact is required wear PPE, wash hands & sanitise equipment. Put a face covering on the casualty. Limit number of rescuers, stay up wind where possible, dispose of equipment safely. Only move casualty if you absolutely have to.	<b>1</b>	<b>3</b>	<b>3</b>
<b>General activities conducted in enclosed spaces (stores, workshops)</b>	Contracting or spreading of Coronavirus (COVID-19) through close contact with infected people or contact with contaminated surfaces	Staff and volunteers. NB increased risk to those with certain underlying health conditions, are 70 or older, or pregnant.	<b>2</b>	<b>3</b>	<b>6</b>	Recommend hand hygiene reminder signage to be displayed in high pedestrian-use areas and in toilet/handwashing areas. Enhanced cleaning/sanitising regime to be in place. All work activity to be planned to minimise the number of people needed for safe operations. Handwashing or sanitising facilities to be provided at entry/ exit point. Outdoor spaces to be used whenever possible. Where safe* to do so, keep doors open to reduce the number of hand-contact points. *ensure compliance with Fire Safety legislation.	<b>1</b>	<b>3</b>	<b>3</b>

