



RISK ASSESSMENT AND PROCEDURES COVID-19

Bransby Horses - September 2020

Introduction

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Public health activity is aimed at **reducing the spread** of coronavirus, which causes COVID-19 infection. The two main methods of preventing the spread of infection are **hygiene measures** and **social distancing**.

To date, work at the Bransby Horses site(s) has been taking place on the basis of essential work only. Many activities have been reduced and new working patterns and schedules introduced to provide safe levels of cover to keep the charity running and its equines cared for. This has also resulted in some staff working from home where practicably possible or being placed on furlough. Following the government announcement of 10th May 2020 it is recognised that a return to work and expansion of some activities may be possible, provided this happens in a controlled and safe manner. The hygiene measures and social distancing adopted to date will be with us for some time into the future and will remain the backbone of the measures to deal with reducing the risk of infection. Although we have been promoting and practicing such measures for a number of months this risk assessment is being updated to reflect recent advice. It is being published now because the charity recognises that as more staff, and in future visitors, return to site, measures need to be clearly understood and communicated to all our employees in promoting a safe environment and a culture that will reduce risks wherever possible. Recent changes to legislation in September 2020 now require us to keep records of all visitors to site in aiding the national track and trace system. There is also updated guidance regarding groups larger than six people albeit this is on social not on work grounds. This updated risk assessment therefore notes the measures being put in place to support existing practices to fulfil that obligation.

The structure of this risk assessment is as follows:

- What is COVID-19
- How is the virus spread?
- Symptoms and your response
- Risk assessment review
- Risk assessment

What is COVID-19

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is being well informed about the COVID-19 virus, the disease it causes and how it spreads. You can protect yourself and others from infection by washing your hands or using an alcohol based rub frequently, not touching your face and practicing social distancing.

How is the virus spread?

It is worth taking time to digest how this virus is transmitted as this is very important in understanding what control measures need to be put in place to control the risks to workers and visitors.

The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points. What this means in practice is, the droplets are of a weight that they will fall to the ground at around 1 metre, thus the 2 metre social distancing rule. They can also remain on surfaces for some time depending on type of material. The COVID-19 virus therefore primarily spreads through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

Symptoms and your response

Over recent weeks the HR team at Bransby Horses have provided regular updates on what you should do if you are concerned that you may have COVID-19. This advice has been developed based upon Government guidance and remains in force. A general summary of information is noted below, but as this area is changing based upon Government guidance please ensure you follow the most recent communications at the time of developing any potential symptoms.

The most common symptoms of coronavirus (COVID-19) are:

- recent onset of a new continuous cough
- a high temperature (above 37.5 C)
- loss or change to your sense of smell or taste

Anyone experiencing symptoms, however mild, **should stay at home and request a test** as soon as possible via the NHS website or by calling 119. If you receive a positive result you will be asked to log on to the NHS website to provide your details, who you live with, places recently visited, and contact details of close contacts in the 48 hours before symptoms started. The track and trace service then provides a notification confirming that the individual must self-isolate which can then be shown to your line manager / HR. The NHS trained contact tracers will follow up and alert the contacts by email or telephone, informing them to self-isolate. This could affect a number of employees who work together if one colleague has tested positive and social distancing has not been followed.

If you live alone, you should **REMAIN AT HOME** for at least **ten days** from when your symptoms first start. **BOOK A TEST IMMEDIATELY** at nhs.uk/coronavirus or by calling 119 test. Please **INFORM YOUR LINE MANAGER**, who will inform the HR team.

If you live with others, the first person in the household to show symptoms should self-isolate for at least **ten days**. If someone in the household does not show any symptoms they must self-isolate for **14 days** from the date the first person in the household exhibited symptoms. If a member of the household shows symptoms they should remain at home for ten days, regardless of what day they are on in the original 14 day isolation period.

ANYONE SHOWING SYMPTOMS SHOULD BOOK A TEST IMMEDIATELY.

You should then **follow the NHS guidance based on the outcome of your test**. If your test is positive, you must complete the remainder of your 10 day self-isolation or longer if you continue to have symptoms. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate.

In all cases our usual sickness absence notification procedure applies; you should contact your Line Manager by telephone within one hour or your usual start time to confirm your absence and reason.

A cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 7 or 14 days.

Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser (preferably with an alcohol content of over 60%) if that's all you have access to. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.

If someone has symptoms whilst working they should go home. The person should inform their line manager.

It is also important at this time to recognise that other more frequent illnesses such as a common cold/cough may lead to a greater risk of transmission of the virus. It is therefore important that all staff take responsibility and inform their line manager of any days they need to be away from site for sickness purposes whether directly linked to the virus or not; the usual sickness notification procedure will apply.

Risk assessment review

For the next few months reviewing this coronavirus risk assessment could be a frequent task for some activities. The types of trigger for a review will include:

- Each time the Government guidance on Coronavirus and working practices change
- If we have an outbreak of coronavirus

- If a significant portion of our staff are off, disrupting normal operational standards
- When we start operating/opening again for visitors or resume currently halted activity such as rehoming

Of course, as members of staff you all play your own part in risk assessment. The assessment below covers the key risks and outlines mitigating actions in response to COVID-19. You will all need to consider how the required controls will impact upon your own day to day working and any existing risk assessments in place. These may in turn alter how an activity is conducted under current circumstances or potentially stopped altogether if it increases risk but is deemed not essential. If you have any concerns about the measures in place, please speak to your line manager, a member of SLT or to HR.

Risk Assessment

The charity's approach is based upon Government guidelines to be COVID-19 secure. The following risk assessment therefore utilises the key principles of **hygiene measures** and **social distancing** to support the charity's response to health and safety in the workplace following COVID-19.

Where staff are practicably able to work from home they should do so. If you need to discuss this option, please speak to your line manager or team leader in the first instance who will advise further.

In producing this risk assessment, we have given consideration to who may be harmed and this includes:

- Staff
- Volunteers
- Cleaners
- Contractors
- Visitors to your premises
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with Bransby Horses sites or team members

For the purposes of the following activities separate risk assessments will be created as these specific functions are resumed. These should be referred to in addition to this main risk assessment for anyone working or being part of these particular functions. Copies are available upon request from the relevant managers.

- Rehoming visits
- External Welfare
- Site opening to the general public

As the assessment is purely associated with the COVID-19 spread and contraction as a hazard the usual column which would identify hazards within the risk assessment template has been removed. The pre-control risk rating associated with the spread of COVID-19 has been assessed as Medium. This is based upon a severity rating of Major and a Likelihood rating of Possible.

COVID-19 Risk Assessment



Risk Assessment ID:	COVID-19	Lead / Owner: SLT/Managers
Completed by:	Steve Deville	Department: All
Date of issue:	17th May 2020	Reviewed / Approved by: SLT

You are not expected to carry out any tasks that you are not trained for, or that you cannot carry out safely. If you have any concerns or suggestions related to the content of this Risk Assessment please report these to your Line Manager or Team Leader immediately.

Activity	Pre-control Risk Rating			Control Measures Identify measures to eliminate, contain, reduce or control hazard Note : Severity unlikely to reduce post control	Residual Risk Rating			Person(s) responsible for control
	Severity	Likelihood	Risk		Severity	Likelihood	Risk	
<p>PRIORITY ACTIVITY 1 - SOCIAL DISTANCING</p> <p>In the case of this particular virus which is transmitted in droplets which fall to the ground after 1 metre, maintaining a distance of 2 metres apart will significantly reduce or eliminate becoming infected through this transmission route. This control needs to be implemented stringently in order to be effective, together with good hygiene practices noted below.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Social distancing should be applied at all times, with the workplace being no exception.* 2) Staff will be reminded that groups of more than six are not allowed as part of social gathering. Whilst this does not affect work taking place socialising within the workplace would be covered by this guidance. HR will therefore draft an update to staff reminding them of this obligation. 3) Signage installed to remind all staff and visitors to observe minimum distance of 2 metres. 4) Maximum room occupancy signage installed and observed by all. 5) H&S related bulletins and updates to remind of social distancing policy. 6) All Team Leaders and Managers informed that social distancing is the key measure to be deployed within the workplace and to remind staff accordingly. 7) * It is recognised that with the work we undertake there may be certain activities where this is not possible. Any 	Major	Unlikely	Medium	All staff

				<p>activity where a 2 metre separation cannot be maintained will requires adherence to a further risk assessment which has been compiled for such activities. Firstly you must determine:</p> <ul style="list-style-type: none"> - Why the task needs to continue - Whether the task can be abandoned or postponed <p>If the activity is to continue the further risk assessment will highlight:</p> <ul style="list-style-type: none"> - The control measures allowing the activity to continue but be carried out in a manner so as to minimise risk as much as is practicably possible, for example, by undertaking it outdoors and/or with people not facing one another. - If PPE could provide any additional safety <p>A method statement safe system of work is to be produced and agreement from a Manager sought for approval of any such activity.</p>				
<p>PRIORITY ACTIVITY 2 – HYGIENE MEASURES</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Staff should wash hands on arrival at site and regularly throughout the day using soap and water for at least 20 seconds. Hand washing technique to be adopted as directed by NHS and Bransby Horsey Hand wash video. Use alcohol-based hand sanitiser if soap and water is not available. 2) Posters to remind staff of need to wash hands and technique. 3) Reminders to avoid touching face/eyes/nose/mouth with unwashed hands and cover coughs or sneezes with a tissue then throw it in the bin. 4) Provide hand sanitising facilities at entrance to buildings. 5) Building custodian to be identified to regularly clean the hand washing facilities and check soap and sanitiser levels. 6) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal by building custodian, at least daily. 7) Purchase extra supplies of soap, hand sanitiser and paper towels. 	Major	Unlikely	Medium	All staff and Building Custodians.

				8) Remove activities which may encourage transfer of COVID-19 whilst we fight against it. For example this will include signing in requirements where multiple staff would use the same pen/equipment. Building custodian or nominated deputy to be responsible during this period for any “sweep” during fire evacuations.				
<p>GENERAL – WEARING OF PPE</p> <p>PPE requirements for day to day work have already been identified through other risk assessments. The requirement to wear usual PPE for daily activities remains in place.</p> <p>The charity stance on PPE for the prevention of the spread of COVID-19 is not to utilise PPE unless an identified activity specifically requires it.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Priority is to use social distancing and hygiene measures to prevent the spread and risk of COVID-19. 2) Face masks are a requirement for visitors to the shop and although not required by staff they will be provided with face visors as part of opening to visitors again. 3) Staff generally accessing the shop or passing through are required to wear face masks. 4) Staff to recognise that wearing of facemasks or gloves is not a substitute for good hand washing or social distancing. 5) Poor or ill-fitting equipment potentially greater risk. 6) Review the use of PPE based upon Government based advice should wearing become compulsory in office or other areas of the charity’s activities. 7) Should tasks be approved which cannot follow social distancing and/or hygiene measures the use of PPE to be considered as part of a specific risk assessment for that task. PPE then to be provided if required and guidance for its use also provided. 	Major	Unlikely	Medium	<p>Team Leaders, Managers</p>

<p>GETTING TO/FROM WORK</p> <p>Travelling to and from work via public transport has the potential to increase exposure to people outside of the workplace. This needs to be limited where possible to reduce risks.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Advise staff to avoid public transport and only use if there is no choice. 2) Recommend that staff travel alone in own transport if this is available. 3) Car sharing only to be recommended if living in the same household. 4) Use a bicycle if this is feasible or walk if in walking distance. Promote the cycle to work scheme within a staff updates. 	Major	Unlikely	Medium	All Staff
<p>CAR PARKING</p> <p>Potential for mass arrival of staff at the same time to the workplace placing pressure on the ability to maintain social distancing.</p> <p>As the first daily touch-point with staff this should provide the first reminder of social distancing measures through appropriate signage.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Staff to allow those parked first to exit their vehicles at the point of parking and maintain social distancing measures. 2) Groups arriving at the same time to consider social distancing measures and therefore reduce congestion and contact possibilities at all times. 3) Encourage wash/sanitise hands as soon as possible upon entering premises. Hand sanitiser to be provided. 4) Hand sanitiser also to be used if opening, closing and/or locking gates. 5) Signage to remind staff of social distancing around workplace. 	Major	Unlikely	Medium	All Staff

<p>USE OF VEHICLES FOR WORK PURPOSES</p> <p>Company provided vehicles give rise to potential cross infection given different drivers.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Farm vehicles including tractors, Kubota and other similar vehicles should be occupied by only one person at a time.* 2) Where practical, allocate vehicle to one individual on a permanent basis or daily basis where this is not feasible. 3) Provide sanitiser/wipes to be used to clean all areas subject to touch before and after use. This includes handles, steering wheels, switches, keys and levers. 4) Use of general pool cars to be discouraged. Vehicle use to be restricted wherever practicable and only for essential journeys. 5) Keys to be obtained via weekend distribution method to avoid handing out of keys. 6) Vehicle checks to be undertaken as usual. 7) No passengers to ride in vehicles with driver. Only exception will be to assist in emergency situation for example travel to hospital for first aid purposes. 8) * It is recognised that in certain circumstances staff may be required to travel with more than one person in a vehicle. Where this is the case alternative risk assessment will take place and be subject to control measures as outlined in the section above (PRIORITY ACTIVITY 1 - SOCIAL DISTANCING (6)). Example measures may include the use of screens within vehicles or one drive in the front and another in the rear to provide physical separation along with a cleaning of these after use. 	Major	Unlikely	Medium	<p>Drivers, Team Leaders and Managers</p>
--	-------	----------	--------	--	-------	----------	--------	---

<p>STAFF WELFARE SPACES</p> <p>Provision of spaces for breaks and relaxation will encourage congregation. Therefore measures are required to change the culture on the use of such spaces and limit interactions.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Maintain social distancing at all times. 2) Signage to remind staff of this requirement given it is a communal area. 3) Maximum building/room occupancy levels to be observed. 4) If required break times should be staggered to reduce congestion, 2 metre rule. 5) Dedicated eating areas are identified. 6) Tables and work surfaces to be cleaned by the user following each use. 7) Encourage breaks to be taken outdoors, weather permitting. 8) All areas used for eating must be thoroughly cleaned at the end of each break by users, including chairs, door handles, cupboard handles and fridge handles. 9) Entry and exit to facilities to allow time for staff to remove boots/work wear whilst maintaining social distancing. 	Major	Unlikely	Medium	All Staff, Building/ Area Custodians
<p>FOOD/DRINK PREPARATION AND USE OF KITCHENS</p> <p>Increased risk area with multiple staff all using the same space and equipment.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Kitchen areas to be used for food and drink preparation only. No seating provided/out of use at present time. 2) Social distancing to be observed. 3) If required break times should be staggered to reduce congestion, 2 metre rule. 4) Hand cleaning or hand sanitiser should be used when entering and leaving facilities. 5) Staff should keep equipment clean between use, kettles, microwaves etc. Wipe down any equipment used after use. 6) Ask workforce to bring pre-prepared meals and refillable drinking bottles from home. 7) Catering can be provided, but it will be pre-ordered, prepared and wrapped food. Staff may visit the café outside of their working hours as any other visitor would. 8) Staff to identify a personal set of utensils/cup and be responsible for cleaning after use and storing safely. No 	Major	Unlikely	Medium	All Staff, Building/ Area Custodians

				<p>general use utensils to be utilised.</p> <p>9) Tables and work surfaces to be cleaned following each use by users.</p> <p>10) All rubbish to be put straight in the bin and not left for someone else to clear up.</p> <p>11) All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, cupboard handles and fridge handles by those using it.</p>				
<p>TOILETS AND SHOWERS</p> <p>Communal facilities to be used by multiple staff and visitors to site increasing risk to the spread of COVID-19. Limit occupancy to allow for social distancing and encourage personal hygiene backed up by regular cleaning of contact surfaces.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Multi-occupancy facilities to be used by only one person at any one time. 2) Showers will not be operational during this period due to increased risk of droplet transmission. 3) Promote washing hands before and after using the facilities with signage on how to wash hands to NHS guidelines. 4) Enhanced cleaning of facilities particularly door handles, locks and the toilet flush by building custodian. 5) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal by building custodian. 6) Ensure soap is readily available and kept topped up at all times. Building custodian to check and liaise with facilities. 7) Provide hand sanitiser where hand washing facilities are unavailable. 8) Purchase extra supplies of soap, hand sanitiser and paper towels. 	Major	Unlikely	Medium	<p>All Staff, Building/ Area Custodians</p>

<p>GENERAL CLEANING AND WASTE DISPOSAL</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception/lobby areas using appropriate cleaning products and methods.</p> <p>Rigorous checks will be carried out by building/area custodians to ensure that the necessary procedures are being followed.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Regular cleaning across all areas of the workplace utilising approved cleaning products including all building touch points. 2) Deploy building custodians to ensure enhanced and regular cleaning of: <ul style="list-style-type: none"> · Taps and washing facilities · Toilet flush · Door handles, push plates and entry key pads · Hand rails on staircases and corridors · Machinery/equipment including handles and controls · Food preparation and eating surfaces · Telephone equipment · Key boards, photocopiers and other office equipment 3) Rubbish to be emptied regularly throughout (if necessary) and at the end of each day. 	Major	Unlikely	Medium	Cleaner, Chores and Building/ Area Custodians
---	-------	----------	--------	---	-------	----------	--------	---

<p>POST</p> <p>Post handled by multiple personnel prior to arriving with unknown time for virus to be degraded. Therefore personal hygiene care for those handling and processing post and also when staff receiving mail.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Encourage hand washing for staff handling and sorting post. Wash hands immediately after task is complete. 2) Post to be sorted and left in an area where staff can collect with social distancing possible. 3) Staff receiving post should read and dispose or file post promptly. After this hands to be washed immediately. 	Major	Unlikely	Medium	All Staff
<p>WORKING ON YARDS/ESTATES/MAINTENANCE</p> <p>Work environment for main equine and estates staff. Risks generally reduced in outside areas but social distancing to be maintained and consideration to how this will work in more confined spaces such as stables, feed rooms etc.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Stables to be occupied by no more than one person at a time* 2) Feed rooms to observe maximum building/room occupancy limits. 3) Teams to be used to limit risk of infection across charity staff. 4) Staff to wash hands after using any equipment or preparing feed. 5) Where practical, equipment used to be wiped down following use by the user if touched by hand in preparation for next user. 6) Hands should be washed/sanitised after using any equipment. 7) Work to be undertaken outdoors wherever possible. 8) Social distancing to be observed at all times unless prior agreement for specific activities where this is not possible. 9) Gatherings of more than six employees is acceptable for work purposes but not on a social basis. 	Major	Unlikely	Medium	All Staff

				10) * It is recognised that under certain circumstances staff may be required to work without the practicality of maintaining a full 2m social distancing. Where this is the case alternative risk assessment will take place and be subject to control measures as outlined in the section above (PRIORITY ACTIVITY 1 - SOCIAL DISTANCING (6)).				
<p>WORKING IN OFFICES</p> <p>Confined spaces which challenge social distancing abilities due to circulation spaces and location of desks and shared equipment. Surfaces and equipment controls required to reduce risks.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Work from home where required or by social distancing on site. Working from home to be discussed with line managers on a case by case basis. 2) Workstations to be assigned ideally to specific staff members. Use by more than one person is possible but users must wipe down keyboards and desks at the end of the day to facilitate this. 3) To aid the swift cleaning of work spaces and desks, personal items are no longer permitted on any desk surfaces 4) At the point of finishing work desks should be cleared of all personal items, including all cups, food, stationary and equipment (staplers etc). These should be placed in a locked drawer or removed from site. 5) Should staff need to work at an alternative location all equipment and desk facilities should be wiped clean prior to use. 6) Social distancing must be observed. 7) Maximum room occupancy rates should be observed at all times. 8) Staff should ideally not face one another but sit side to side or back to back although this is permitted so long as social distance is maintained. 9) Work times to be staggered to allow for social distancing if necessary. 	Major	Unlikely	Medium	All Staff

				10) Weather permitting staff should open windows to provide ventilation.				
MEETINGS Naturally bringing staff together often in confined space which challenges social distancing measures. Need to restrict need for face to face meetings.	Major	Possible	Medium	1) Meetings can take place so long as social distancing measures can be observed. 2) Use telephone or video conferencing based facilities (for example Zoom) to hold larger meetings. 3) If in-person meetings are required social distancing must be practiced. Training for yard staff can take place but ideally hold sessions and meetings for these staff outdoors if weather permits to aid social distancing and minimise risk.	Major	Unlikely	Medium	All Staff

<p>USE OF COMPUTERS/WORKSTATIONS AND HAND HELD DEVICES</p> <p>Plethora of equipment which will be touched and used potentially by multiple staff providing potential for COVID-19 transfer. Need to limit users and improve cleaning regimes for such equipment on a daily basis.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Computer equipment should be allocated to one individual wherever practicably possible. 2) Staff should clean all their equipment using wipes (or spray onto an appropriate paper towel and wipe down) on a regular basis. This extends beyond just computer keyboards to tablets, pens, desks etc. Keep items personal to oneself to limit possible transfer of COVID-19. 	Major	Unlikely	Medium	All Staff
<p>PHOTOCOPIERS AND GENERAL EQUIPMENT</p> <p>Shared equipment such as photocopiers/printers and other communal use equipment in all locations provide opportunity for increased transfer risk.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Staff should observe social distancing around communal equipment such as photocopiers. 2) Signage to remind staff to wash hands/use sanitiser after use of such equipment. 3) Sanitiser provided in locations where photocopiers are located. 4) Limit staff to particular devices and to have their own personal use equipment wherever practicable. 5) Wipe touch screens/key pads after use or after servicing. 	Major	Unlikely	Medium	All Staff

<p>VISITORS (INCLUDING CONTRACTORS BUT EXCLUDING VISITOR CENTRE)</p> <p>External contact with the charity poses an increased risk that visitors may not be aware of our procedures. This also increases potential transfer risk by inviting a greater number of people to our site.</p> <p>We also need to protect visitors to our site in the same way as we do our own staff.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Contractors and visitors to follow social distancing rules. 2) Ensure staggered start/finish times for visitors and contractors to minimise congestion. 3) All to be informed of social distancing measures in place. 4) Inductions and signing in of visitors to take place outside weather permitting. 5) Forward planning of any contract work to allow for social distancing considerations. Potential to carry out work out of hours. 	Major	Unlikely	Medium	All Staff
<p>CHARITY VOLUNTEERS</p> <p>Significant proportion of volunteers in more vulnerable groups potentially and increased transfer risk given knowledge of activity outside of workplace is not controlled.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Volunteers to follow same regulations as staff. Team Leaders and Managers to ensure volunteers read and agree to same guidance as employees. 2) Use of volunteers to be pre-approved by Team Leaders/Managers. 	Major	Unlikely	Medium	Team Leader/Managers

<p>FIRST AID</p> <p>Need to be able to provide first aid in case of emergency but in a safe and controlled manner wherever possible.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) First aid contents to be monitored to ensure adequate supplies remain. 2) First aid and cover arrangements to be reviewed 3) First aider certificates to be checked for validity and guidance on amended practices in regards to attending a casualty during COVID to be issued. 4) Attempt to provide first aid on a socially distanced basis. Staff member may be able to apply own plaster for example. For emergency cases of threat to life saving that life takes priority. 5) Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19. 6) Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner 	Major	Unlikely	Medium	First Aiders, Team Leaders and Managers
<p>VISITOR CENTER & CAFÉ</p> <p>General public visiting site who may not be aware of site measures.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) This activity can continue so long as social distancing and PPE measures are observed by visitors. 2) A separate visitor centre risk assessment will cover Covid-19 aspects to facilitate social distancing, one way systems, screens to protect staff etc. 3) In line with updated guidance visitors details will be captured in line with applicable guidance to assist with the national track and trace system. 	Major	Unlikely	Medium	SLT

<p>REHOMING ACTIVITIES OFFSITE</p> <p>Engaging with the general public away from site poses a greater risk given unknown and uncontrolled environments.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) This activity will be reviewed on a regular basis to determine if activity can take place. 2) Any activity undertaken will have its own risk assessment to facilitate social distancing and risk reduction regarding covid-19. 	Major	Unlikely	Medium	SLT
<p>MENTAL HEALTH</p> <p>Impact of those who personally suffer with COVID-19, know friends or relatives who have or may be experiencing mental health issues as a result of lockdown, furlough or other COVID-19 related effects.</p>	Major	Possible	Medium	<ol style="list-style-type: none"> 1) Mental health first aiders are to be aware of this guidance and access to support. 2) Communication of Employee Assistance Support services available to the workforce 24/7 for advice and support. All staff members to be provided with a credit card sized contact details of the EAP service. 3) Occupational Health advice to be accessed as required, coordinated by HR. 4) Online mental health support to be in place. 5) Line managers and Team Leaders to be provided with support as required but mental health resources communicated on a regular basis. 6) Line management to regularly communicate to their team(s) including those working from home or on furlough 	Major	Unlikely	Medium	HR/ Team Leaders and Line Managers