



RISK ASSESSMENT AND PROCEDURES COVID-19

Bransby Horses - January 2021

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 4th January 2021 a review of this risk assessment has taken place and amendments made to reflect the working practices adopted across the charity during this period. 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 government has raised the risk level for COVID-19 to level 5 and implemented a number of nationwide changes, some of which impact upon our working practices.

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. Infection rates are increasing as a result of changes to the structure of the virus since it was initially discovered.

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. Face coverings are being used as an additional measure to protect us but washing hands and social distancing remains the most effective method of reducing risks.

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 or a tissue which is disposed of carefully).

Recent vaccine approvals will certainly help in the fight against the virus but it will be many months before the population as a whole are vaccinated and in the meantime those that have received the vaccine may still act as transmitters of the virus even though they will avoid the symptoms.

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:

- High temperature, you feel hot to touch on your back or chest
- New persistent cough. New means a cough that you have not had before, or if you usually have a cough, it's got worse. Continuous means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- Loss of taste or smell, or things smell or taste different to normal

Anyone experiencing symptoms, however mild, **should stay at home and request a test** as soon as possible. People are required by law to self-isolate following a positive test result for COVID-19, or if they are contacted by NHS Test and Trace and instructed to self-isolate. Fines for those breaching self-isolation rules will start at £1,000 and could include fines for employers if they prevent employees from self-isolating in those circumstances. People may also be advised to self-isolate through the NHS Covid-19 app, although this is currently a voluntary system. Employees who are able to perform their normal duties from home effectively during self-isolation should do so. Those who are not able to work from home may be entitled to sick pay, subject to providing an isolation note (which can be completed on line) and confirmation of a COVID 19 Test result.

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**. HR have produced guidance outlining various scenarios and the required responses that staff should take/follow. This is available to all staff electronically or via their line manager, HR or the H&S Manager.

ANYONE SHOWING SYMPTOMS SHOULD NOT ATTEND WORK AND BOOK A TEST IMMEDIATELY.

You should then **follow the NHS guidance based on the outcome of your test.**

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: 05th January 2021			Reviewed / Approved by: SLT					
<p>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 <u>immediately</u>.</p>								
Activity	Pre-control Risk Rating			Control Measures	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	<p>Identify measures to eliminate, contain, reduce or control hazard</p> <p>Note : Severity unlikely to reduce post control</p> <ol style="list-style-type: none"> 1) Social distancing should be applied at all times, with the workplace being no exception. * 2) Signage installed to remind all staff and visitors to observe minimum distance of 2 metres. 3) Maximum room occupancy signage installed and observed by all. 4) H&S related bulletins and updates to remind of social distancing policy. 5) All Team Leaders and Managers informed that social distancing is the key measure to be deployed within the workplace and to remind staff accordingly. 6) * It is recognised that with the work we undertake there may be certain activities where this is not possible. Any activity where a 2 metre separation cannot be maintained will require staff to wear a face covering. In addition there will be the need for adherence to a further risk assessment which has been compiled for such activities. Firstly you must determine: 	Major	Unlikely	Medium	All staff

			Medium	<ol style="list-style-type: none"> 7) Purchase extra supplies of soap, hand sanitiser and paper towels. 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. 		Medium		
<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 to request staff to wear a face covering where a 2m distance cannot be maintained. However we will not utilise additional 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/café when it is able to open. The current position is that all non-essential activities must close and the charity has therefore closed these facilities. 3) Other staff generally accessing areas where the 2m distancing requirement may be breached should wear face masks. 4) Staff should however 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) The charity will 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 including wearing of face masks. 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) * It is recognised that in certain circumstances staff may be required to travel with more than one person in a vehicle. Staff should wear a face covering where this is necessary. For regular activity an 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 passenger in the rear to provide physical separation. 	Major	Unlikely	Medium	<p>Drivers, Team Leaders and Managers</p>
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<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	<p>All Staff, Building/ Area Custodians</p>
<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) At this time no onsite catering can be provided. 8) Staff to identify a personal set of utensils/cup and be responsible for cleaning after use and storing safely. No general use utensils to be utilised. 9) Tables and work surfaces to be cleaned following each use 	Major	Unlikely	Medium	<p>All Staff, Building/ Area Custodians</p>

			Medium	<p>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>		Unlikely	Medium	All Staff, Building/ Area Custodians
<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	All Staff, Building/ Area Custodians

<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 items for example: <ul style="list-style-type: none"> · Taps and washing facilities · Toilet flush button/handle · 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 if necessary. 	Major	Unlikely	Medium	<p>Cleaner, Chores and Building/ Area Custodians</p>
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<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. Where the 2m social distancing rule cannot be observed face coverings should be worn. 	Major	Unlikely	Medium	All Staff

			Medium	<p>9) Gatherings of social distanced employees is acceptable for work purposes but not on a social basis.</p> <p>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 a face covering should be worn and an alternative risk assessment will take place for regular activity and be subject to control measures as outlined in the section above (PRIORITY ACTIVITY 1 - SOCIAL DISTANCING (6)).</p>			Medium	
<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	<p>1) Staff should work from home where possible.</p> <p>Staff will be encouraged to work from home where practically possible although it is recognised that some visits to site to undertake certain activities may be required. These should be limited in number and duration where possible. Staff are therefore requested to manage their time and requirement to attend site accordingly.</p> <p>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.</p> <p>3) To aid the swift cleaning of work spaces and desks, personal items are no longer permitted on any desk surfaces</p> <p>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.</p> <p>5) Should staff need to work at an alternative location all equipment and desk facilities should be wiped clean prior to use.</p> <p>6) Social distancing must be observed.</p> <p>7) Maximum room occupancy rates should be observed at all</p>	Major	Unlikely	Medium	All Staff

				<p>times.</p> <p>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.</p> <p>9) Work times to be staggered to allow for social distancing if necessary.</p> <p>10) Weather permitting staff should open windows to provide ventilation.</p>				
<p>MEETINGS</p> <p>Naturally bringing staff together often in confined space which challenges social distancing measures. Need to restrict need for face to face meetings.</p>	Major	Possible	Medium	<p>1) Meetings Internal to the charity are to be virtual meetings wherever possible. Essential meetings only to be physical when virtual is not possible.</p> <p>External facing meetings/external organisations:- high priority meetings only, low priority meetings suspended/ rescheduled. Risk assess each on a case by case basis prior to meeting to reduce risk.</p> <p>2) Use telephone or video conferencing based facilities (for example Zoom) to hold larger meetings.</p> <p>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.</p>	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 practicable 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 and any requirements agreed in any risk assessment prior to attending site. 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	<p>First Aiders, Team Leaders and Managers</p>
<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 site is currently closed to the general public and this activity will not take place. 2) A separate visitor centre risk assessment will cover Covid-19 aspects to facilitate social distancing, one way systems, screens to protect staff when it is able to reopen. 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	<p>SLT</p>

<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