

Overview risk assessment

Covid 19 implications

Topic:	Covid 19 implications for RSPB activities		
Applicable areas:	All RSPB locations and activities		
External training requirements:	None		
Other pre-requisites:	<p>Work will be done from home in line with RSPB's home and dual working policy. Anyone working away from home for the first time since March 2020 will complete re-integration check prior to doing so. All existing workers will follow updated working requirements Anyone displaying symptoms of Covid19 or testing positive will not be permitted to attend a workplace Work or meeting outdoors is prioritised over indoor settings International travel must be signed off as essential by Global Conservation Director (Where 'staff' is used this includes employed and voluntary workers)</p>		
Links to other requirements/standards:	<p>This overarching assessment is modified when major changes are made but otherwise links to standards to be achieved and other internal procedures and standards (in bold italics) provide more detail for specific circumstances. These are updated frequently and on the Covid Response Hub. Taken together this assessment and the additional documents which must be tailored at site, project and office level, ensure Covid secure standards can be met across the RSPB's operations.</p>		
Additional documents referred to:	<p>Transport and vehicle use Office re-opening and working guidelines Site and premises safe working and hygiene Work away from RSPB sites and premises (gatherings, accommodation etc) Retail and catering guidelines Face coverings in RSPB Susceptibility assessments Responding to a case of coronavirus</p>		
PPE:	As required by specific tasks flowing from this overarching assessment		
Completed by:	Andy Stokes, Head of Health, Safety and Environment	Date:	24 Aug 2021

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Specific site, team, project, office:	
Specific current risk assessments or safe systems this additional Covid assessment modifies:	

HAZARD/HARZARDOUS ACTIVITY	RISK/OUTCOME	CONTROL/PRECAUTIONARY MEASURE	LOCAL APPLICATION, ADDITIONS OR CHANGES
Travel to and around place of work (including on-reserve travel)	Contracting coronavirus from contact with infected people and/or surfaces	<p>Sharing of vehicle kept to a minimum Where sharing of vehicle is unavoidable:</p> <ul style="list-style-type: none"> • Hand sanitiser used before entering and exiting the vehicle. • Avoid touching eyes, nose, or mouth. • Good external ventilation in the vehicle (i.e. keep the windows open). • Journeys shared with the same individuals where practicable. • Occupants sit diagonally or side by side, keep facing away <p>Public transport used at quieter times Adhere to <i>Transport and vehicle use - COVID-19</i></p>	

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HAZARD/HARZARDOUS ACTIVITY	RISK/OUTCOME	CONTROL/PRECAUTIONARY MEASURE	LOCAL APPLICATION, ADDITIONS OR CHANGES
<p>General activities conducted in enclosed spaces (Offices, visitors centres, warehouses, Café, Workshops)</p>	<p>Contracting coronavirus from being in close quarters with an infected individual or from contact with infected surfaces</p>	<p>RSPB offices open with reduced capacity and enhanced measures – <i>Office reopening and working guidelines, Face coverings in RSPB</i></p> <p>Operations/work activity planned to have the minimum number of people needed to operate safely and effectively</p> <p>Visual reminders in place for good practice social distancing and hand hygiene in high pedestrian traffic areas, meeting rooms, catering and retail outlets and toilet/washing facilities.</p> <p>Reduced worker occupancy of buildings to enable physical distancing measures (at least 1m) to be easily achieved and maintained.</p> <p>Shift system/flexi-desking implemented where the likelihood of maximum occupancy of staff members is to be reached or physical distancing measures become difficult to maintain.</p> <p>Where reception staff are deployed and where practicable, perspex screens will be installed for additional protection.</p> <p>Where practical to reduce congestion/pinch points one-way systems will be instigated.</p>	

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<p>General activities conducted in enclosed spaces (Offices, visitors centres, warehouses, Café, Workshops) ctd</p>	<p>Contracting coronavirus from being in close quarters with an infected individual or from contact with infected surfaces</p>	<p>Occupancy of any lifts will be reduced, floor signage will indicate.</p> <p>Where physical distancing is not possible due to activity:</p> <ul style="list-style-type: none"> • Activity time kept as short as possible. • Face-to -face avoided, using back-to-back or side-to-side working • Reduce the number of people each person has contact with by using ‘fixed teams or partnering’ <p>In-person communications minimised by use of telephones, radios, electronic communications.</p> <p>Indoor in-person meetings minimised by:</p> <ul style="list-style-type: none"> • Use of Teams/Zoom • Holding meetings outdoors <p>Indoor in-person gatherings follow “Safe working away from offices and sites”</p> <ul style="list-style-type: none"> - Physical distancing of 1m maintained - Floor signage to remind where pinch points/gathering occurs - hand sanitiser/ cleaning products are available <p>Equipment sharing is minimised and where unavoidable is sanitised between users.</p> <p>Welfare facilities laid out to minimise face-to-face interactions.</p>	

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Warehouse/Café/Retail and office deliveries and despatch	Contracting coronavirus from being in close quarters with an infected individual or from contact with infected surfaces	<p>Surface/package cleansing and worker physical distancing set out in <i>Safe working and hygiene at sites and premises.</i></p> <p>Pick-up and drop-off collection points, procedures, signage and markings are established to maintain distance and minimise surface contamination.</p> <p>Use electronic pre-booking that allows non-contact deliveries.</p> <p>Order larger quantities more often to reduce frequency of deliveries where practicable and storage facilities allow.</p> <p>Single worker or fixed team used to load or unload vehicles and:</p> <ul style="list-style-type: none"> • Activity time involved kept as short as possible. • Face-to-face working avoided, back-to-back or side-to-side working used in preference <p>Equipment is allocated to each person and where sharing is unavoidable is sanitised between users.</p> <p>RSPB workers remain 1m or more from delivery drivers when accepting or despatching goods.</p>	

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Retail and Café operations	<p>Contracting virus from being in close quarters with an infected visitor/customer</p> <p>Contracting virus from RSPB workers</p> <p>Contracting virus from contact with infected surfaces</p>	<p>Retail and catering guidelines on Covid hub followed to establish safe system of food and retail service.</p> <p>Visual reminders to ask for physical distancing displayed, request for customers not to enter if they have symptoms.</p> <p>Country specific face covering requirements set out in Face coverings in RSPB</p> <p>Occupancy of the café and retail area reduced to enable physical distancing to be maintained.</p> <p>Signs reminding customers of relevant country distance requirements to be used in most crowded areas, such as serving counters and tills.</p> <p>Perspex screens at tills and other pinch points.</p> <p>Contactless payments are the preferred option for payment.</p> <p>Sanitisers provided at all entry points to catering and retail areas.</p> <p>Shared equipment sanitised or washed thoroughly between users, workers sanitise and/or clean hands at start of work and at frequent intervals through shift.</p>	

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General activities conducted outdoors on reserves, including managing visitors.	<p>Transfer of virus from being in close quarters with an infected individual</p> <p>Transfer of virus from contact with infected surfaces</p>	<p>Site teams manage presence to enable home working. Hygiene, surface cleaning and physical distancing follows <i>“Safe working and hygiene at sites and offices”</i>.</p> <p>Plans made to have the minimum number of people needed to operate safely and effectively.</p> <p>Carparking arrangements and facilities such as bike racks managed and signed to promote hygiene and social distancing measure.</p> <p>Visual reminders of social distancing, hygiene and face coverings used to aid flow of people moving through buildings and across a site.</p> <p>One-way systems implemented where pinch points make it difficult for people to maintain physical distance</p> <p>Maps/Plans/Notices used to keep different groups staff/visitors /work parties physically separated as much as practical.</p> <p>Equipment sharing is minimised, and where unavoidable <i>“Safe working and hygiene at sites and offices”</i> followed.</p> <p>All activities where social distancing is not possible:</p> <ul style="list-style-type: none"> • Activity time involved kept as short as possible. • Face-to-face working avoided by using back-to-back or side-to-side working • ‘Fixed teams or partnering’ used where practicable 	

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Fieldwork, work parties and off-reserves gatherings, events and conservation casework	Contracting virus from being in close quarters with an infected individual in vehicles, on site or in indoors spaces	<p><i>“Transport and vehicle use”</i> on Covid Hub followed.</p> <p>In-person meetings held outdoors, physical distancing observed.</p> <p>Activities planned to have the minimum number of people needed to operate safely and effectively. <i>“Safe working away from sites and premises”</i> followed.</p> <p>Bookings taken for work parties and groups up to assessed maximum for each activity</p> <p>Where social distancing is not possible due to activity:</p> <ul style="list-style-type: none"> • Keep the activity time involved as short as possible. • Avoid face-to-face using back-to-back or side-to-side working • Reduce the number of people each person has contact with by using ‘fixed teams or partnering’ <p>Equipment is not routinely shared. Where unavoidable (availability limits) <i>“Safe working and hygiene at sites and offices”</i> followed.</p>	