

## Overview risk assessment

## Covid-19 implications

<b>Topic:</b>	Covid-19 implications for RSPB activities		
<b>Applicable areas:</b>	All RSPB locations and activities		
<b>External training requirements:</b>	None		
<b>Other pre-requisites:</b>	<p>All work that can be done from home will be done from home</p> <p>All workers returning will complete re-integration check to include results of risk assessment</p> <p>All existing workers will follow new working requirements</p> <p>(Where 'staff' is used this includes employed and voluntary workers)</p>		
<b>Links to other requirements/standards:</b>	<p>This overarching assessment sets out standards to be achieved and links to other internal procedures and standards (in <b><i>bold italics</i></b>) to provide more detail for specific circumstances. Taken together this assessment and the additional documents which managers at site, project and office level will list below, ensure Covid secure standards can be met across the RSPB's operations.</p> <p>Once each site, office or other work location has met the Covid-secure requirements laid down in the risk assessments and supporting documents, a Covid Secure poster will be displayed</p>		
<b>Additional documents referred to:</b>	<p><b><i>RSPB Travel Policy</i></b></p> <p><b><i>Vehicle and Driver Management - COVID-19</i></b></p> <p><b><i>RSPB Coronavirus Hygiene Instruction</i></b></p> <p><b><i>Office re-opening and working guidelines</i></b></p> <p><b><i>RSPB Guidance for fieldwork, site visits and off-reserve conservation.</i></b></p> <p><b><i>Principles and standards for reopening reserves</i></b></p> <p><b><i>Covid-secure site poster</i></b></p>		
<b>PPE:</b>	As required by specific tasks flowing from this overarching assessment and listed below		
<b>Completed by:</b>	Andy Stokes, Head of Health, Safety and Environment	<b>Date:</b>	29 June 2020

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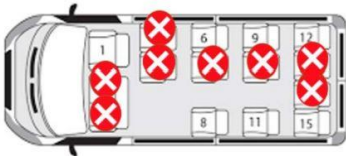
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<b>Topic:</b>	Covid-19 implications for RSPB activities
<b>Specific site, team, project, office:</b>	
<b>Specific current risk assessments or safe systems this additional Covid assessment modifies:</b>	

HAZARD/HAZARDOUS ACTIVITY	RISK/OUTCOME	CONTROL/PRECAUTIONARY MEASURE	LOCAL APPLICATION, ADDITIONS OR CHANGES
Preparation for site/reserve re- opening	Possible spread of the virus.  Recommissioning Mothballed buildings	<p>Prior to any office/ reserve opening/Visitor Centre:</p> <ul style="list-style-type: none"> <li>• Review <b>RSPB Principles and Standards for re-opening Reserves.</b></li> <li>• Review how occupancy levels can be managed to enable social distancing.</li> <li>• Review layouts, pinch points and processes to ensure social distancing measure can be implemented at all times including the avoidance of hot desks.</li> <li>• Plan where visual reminders will be installed (in prominent locations) and where necessary that these are bilingual. (available via the <b>RSPB COVID-19 HUB</b>)</li> <li>• Re- arrange workstations to enable staff to work side by side or facing away from each other rather than face-to-face and where space restraints prevent social distancing measures, separate using screens.</li> <li>• Review cleaning equipment and PPE supplies to ensure <b>RSPB Coronavirus Hygiene Instruction</b> can be met.</li> </ul>	

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<p>Travel to and around place of work (including on-reserve travel)</p>	<p>Possible spread of the virus</p> <p>Transfer of virus from contact with infected people and/or surfaces</p>	<p>Adhere to <b>RSPB Travel Policy</b> and <b>Vehicle and Driver Management - COVID-19</b></p> <p>Order of preference is:</p> <ul style="list-style-type: none"> <li>• Avoid travel where possible,</li> <li>• Walk or cycle to work if possible</li> <li>• Single person travel using:               <ol style="list-style-type: none"> <li>1. fleet vehicle (where practicable and available)</li> <li>2. own vehicle</li> <li>3. rental vehicle</li> <li>4. Public transport.</li> </ol> </li> </ul> <p>Where sharing of vehicle is unavoidable:</p> <ul style="list-style-type: none"> <li>• Use hand sanitiser before entering and exiting the vehicle.</li> <li>• Avoid touching eyes, nose, or mouth.</li> <li>• Ensure good ventilation in the vehicle (i.e. keep the windows open).</li> <li>• Do not travel if experiencing symptoms of the virus.</li> <li>• Journeys should be shared with the same individuals.</li> <li>• Sit diagonally from each other and face away</li> </ul> <div data-bbox="801 1070 1146 1225" data-label="Image">  </div> <p>Seating arrangements to maximise distance between workers</p> <p>Taken from "Construction and outdoor work" Government guidance</p>	

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<p>General activities conducted in enclosed spaces (offices, visitor centres, warehouses, cafés, workshops)</p>	<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>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b>RSPB Coronavirus Hygiene Instruction</b>.</p> <p>RSPB will plan any operations/work activity to have the minimum number of people needed to operate safely and effectively</p> <p>Visual reminders (signage) for social distancing and hand hygiene will be erected in high pedestrian traffic areas and toilet/washing facilities.</p> <p>Occupancy of buildings will be reduced, monitored or marshalled to a level where social distancing measures can be easily achieved and maintained.</p> <p>Occupancy of offices will be dependent on these controls and more detailed plans set out in <b>Office re-opening and working guidelines</b></p> <p>Where the likelihood of maximum occupancy of staff members is to be reached or social distancing measures become difficult to maintain, a shift /rota system for staff will be implemented.</p>	

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<p>General activities conducted in enclosed spaces (offices, visitor centres, warehouses, cafés, workshops) continued</p>	<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>Where reception staff are deployed and where practicable, Perspex screens will be installed for additional protection.</p> <p>Movement of staff off and back onto a site or into an office through a working day will be minimised to reduce contact with others outside the working environment.</p> <p>Movements around buildings will be reduced to a minimum and where practical one-way systems will be instigated.</p> <p>Using lifts will be avoided where possible in preference to stairs. Where not practicable, occupancy kept to a minimum, floor signage will indicate</p> <p>The 2-meter social distancing shall be demarked using floor markings such as hazard warning tape where practicable.</p> <p>Where social distancing is not possible due to activity:</p> <ul style="list-style-type: none"> <li>• Keep the activity time involved as short as possible.</li> <li>• Avoid face-to-face using back-to-back or side-to-side working</li> <li>• Reduce the number of people each person has contact with by using 'fixed teams or partnering'.</li> </ul>	

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<p>General activities conducted in enclosed spaces (offices, visitor centres, warehouses, cafés, workshops) ctd</p>	<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>Face-to-face communications shall be minimised by use of telephones, radios, electronic communications.</p> <p>Where face to face communication is unavoidable:</p> <ul style="list-style-type: none"> <li>• Hold meetings outdoors or in well-ventilated rooms</li> <li>• Maintain social distancing rules. (For areas where regular meetings take place, use floor signage and ensure hand sanitiser / cleaning products are available.)</li> </ul> <p>Equipment should not be shared and where it is unavoidable strict adherence to the <b>RSPB Coronavirus Hygiene Instruction</b> shall be maintained.</p> <p>Welfare facilities shall be configuring such that seating and tables maintain spacing and reduce face-to-face interactions. (Breaks for staff will be encouraged to be taken outside where weather conditions permit).</p>	
<p>Warehouse/café/retail deliveries and despatch</p>	<p>Transfer of virus from being in close quarters with an infected individual</p>	<p>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b>RSPB Coronavirus Hygiene Instruction</b>.</p> <p>All current pick-up and drop-off collection points, procedures, signage and markings are to be reviewed and aligned to Government guideline re hand hygiene/surface cleaning and social distancing (2 meters apart) and <b>RSPB Coronavirus Hygiene Instruction</b>.</p>	

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Warehouse/café/retail deliveries and despatch continued	Transfer of virus from being in close quarters with an infected individual	<p>Electronic pre-booking that allows non-contact deliveries is to be instigated.</p> <p>Frequency of deliveries are to be reduced where practicable and storage facilities allow, by ordering larger quantities less often.</p> <p>Where possible and safe to do so, single workers are to be used to load or unload vehicles and where not used 'fixed teams or partnering':</p> <ul style="list-style-type: none"> <li>• Keep the activity time involved as short as possible</li> <li>• Avoid face-to-face, using back-to-back or side-to-side working</li> <li>• Reduce the number of people each person has contact with by using 'fixed teams or partnering'</li> </ul> <p>Equipment should not be shared and where it is unavoidable, strict adherence to the <b>RSPB Coronavirus Hygiene Instruction</b> shall be maintained.</p> <p>Delivery drivers must stay in their vehicles where it does not compromise their safety and existing safe working practice, and where not social distancing, measure must be practiced. Drivers must continue to be allowed to use safe and clean welfare facilities when making a delivery.</p>	

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Retail and café operations	<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>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b><i>RSPB Coronavirus Hygiene Instruction</i></b>.</p> <p>Visual reminders (signage) for social distancing shall be erected including a request for customers not to enter if they have symptoms.</p> <p>Occupancy of the building shall be reduced, monitored or marshalled to a level where social distancing measures can be easily achieved focusing on the most crowded areas, such as serving counters and tills.</p> <p>Directional traffic signage shall be erected to facilitate movement within the premises while maintaining 2 metre distance.</p> <p>Where feasible and practicable, additional element of protection for workers - Perspex screens at tills and counters will be installed. Where not practicable the need for additional PPE will be assessed.</p> <p>Where possible, contactless payments will be the preferred option for payment.</p>	



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Retail and café operations	<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>Additional handwashing facilities provision/sanitisers shall be installed where the need is identified and it is practical to do so.</p> <p>Equipment should not be shared, and where it is unavoidable strict adherence to the <b>RSPB Coronavirus Hygiene Instruction</b> shall be maintained</p>	
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>Planning to reopen each site will be based on <b>Principles and standards for reopening reserves.</b></p> <p>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b>RSPB Coronavirus Hygiene Instruction.</b></p> <p>Prior to commencing any operations/work activity, RSPB will plan to have the minimum number of people needed to operate safely and effectively.</p> <p>The RSPB will review and implement changes for car parking arrangements and facilities, such as bike racks, in order to ensure that social distancing measure can be adhered to.</p>	

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<p>General activities conducted outdoors on reserves, including managing visitors, continued</p>	<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>Visual reminders (signage) for social distancing such as public notices, ground markings, or use of immovable objects to mark out 2m shall be used.</p> <p>Where practical, one-way systems will be implemented.</p> <p>Maps/plans/notices defining rights of way and working zones will be erected in order to keep staff undertaking reserve based practical work and visitors physically separated as much as practical.</p> <p>Site access, 'area of safety' assembly points and areas of known high pedestrian traffic will be reviewed with changes implemented, to enable social distancing requirements.</p> <p>Equipment should not be shared and where it is unavoidable strict adherence to the <b>RSPB Coronavirus Hygiene Instruction</b> shall be maintained.</p> <p>For activities where social distancing is not possible:</p> <ul style="list-style-type: none"> <li>• Keep the activity time involved as short as possible.</li> <li>• Avoid face-to-face, using back-to-back or side-to-side working.</li> <li>• Reduce the number of people each person has contact with by using 'fixed teams or partnering'.</li> </ul>	

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Fieldwork and off-reserves conservation	Transfer of virus from being in close quarters with an infected individual	<p>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b><i>RSPB Coronavirus Hygiene Instruction</i></b>.</p> <p>Prior to commencing any operations/work activity, RSPB will plan to have the minimum number of people needed to operate safely and effectively. Work will follow <b><i>RSPB Guidance for fieldwork, site visits and off-reserve conservation</i></b>.</p> <p>Minimise risk of spread by creating fixed groups of workers.</p> <p>Where social distancing is not possible due to activity:</p> <ul style="list-style-type: none"> <li>• Keep the activity time involved as short as possible.</li> <li>• Avoid face-to-face, using back-to-back or side-to-side working.</li> <li>• Reduce the number of people each person has contact with by using 'fixed teams or partnering'.</li> </ul> <p>Equipment should not be shared and where it is unavoidable strict adherence to the <b><i>RSPB Coronavirus Hygiene Instruction</i></b> shall be maintained.</p>	

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Changes to working practices, social isolation and work-life balance	Unwanted /unmanageable stress due to COVID-19 related issues	<p>Aligning to HSE advice the RSPB will:</p> <ul style="list-style-type: none"> <li>• Keep up to date on the Government's advice and share with staff any new developments</li> <li>• Not ask staff to continue to attend work if it not essential to do so and where it is, ensure all necessary provisions/PPE/RSPB policies are in place in order to adhere to social distancing and government advice.</li> <li>• Communicate all changes in internal policies and procedures that are a result of Covid-19.</li> <li>• Keep in touch with colleagues and maintain some element of structure by:- holding regular virtually team meetings/coffee mornings where possible including for those that have be or are returning from furlough.</li> <li>• Give means of addressing any health related issue whilst working at home such as musculoskeletal disorders (MSDs), display screen equipment (DSE) issues, stress, anxiety or other mental health issues.</li> <li>• Where issues have been highlighted:               <ol style="list-style-type: none"> <li>1. Provide support by signposting sources of help. For example, employee assistance programme, company policies and procedures.</li> <li>2. Encourage staff to take regular breaks, take time to engage with nature.</li> <li>3. Encourage staff to seek appropriate help and encourage others to do the same if they're feeling unwell.</li> </ol> </li> </ul>	

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HAZARD/HAZARDOUS ACTIVITY	RISK/OUTCOME	CONTROL/PRECAUTIONARY MEASURE	LOCAL APPLICATION, ADDITIONS OR CHANGES
<p>Membership fundraising and other visitor engagement activities</p>	<p>Contact with infected or asymptomatic individuals or surfaces they have touched</p>	<p>Adhere to Government guideline re home working, hand hygiene/surface cleaning and social distancing (2 meters apart) and <b><i>RSPB Coronavirus Hygiene Instruction</i></b>.</p> <p>Prior to commencing any operations/work activity, RSPB will:</p> <p>Plan to have the minimum number of people needed to operate safely and effectively.</p> <p>Minimise risk of spread by creating fixed pairs of workers.</p> <p>Equipment should not be shared and where it is unavoidable strict adherence to the <b><i>RSPB Coronavirus Hygiene Instruction</i></b> shall be maintained.</p> <p>Take social distancing measures and the need to avoid queues or bottlenecks when choosing a location</p> <p>Work to the RSPB safe working for F2F membership on Reserve.</p>	