

World Land Trust

Covid-19 RISK ASSESSMENT

Assessment carried out by: Return to Work Project Team

Date Assessment carried out: August 2020 Amended following consultation: 21 August 2020

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	When does the action need to be carried out by?
Getting or spreading coronavirus by not washing/sanitising hands or not washing/sanitising them adequately	Workers Contractors Visitors (N/A as office closed to visitors during Sept 2020) Deliveries	<p>Follow HSE guidance on cleaning, hygiene and hand sanitiser:</p> <ul style="list-style-type: none"> • Provide water, soap and drying facilities at wash stations • Provide information on how to wash hands properly and display posters at wash stations • Signs displayed around building to remind people to wash their hands and not touch their faces • Clear instructions regarding when and where to wash hands also included in initial guidance to be issued prior to return to office • Clear instructions about how and when to use hand sanitiser also included in initial guidance to be issued prior to return to office • All staff in the workplace to advise Receptionist/Admin Assistant if handwashing/sanitising pumps are low for them to replenish/replace • All staff to check their skin for dryness and cracking and to report to Exec PA if there is a problem; disposable gloves may be provided in this instance <p>Hand sanitiser to be provided at following points:</p> <ul style="list-style-type: none"> • All workstations in use during period • In kitchen area • Outside toilet facilities • By external entrances for use on entering and exiting the building • By both printers • Outside door to upstairs kitchen area 	<p>Guidance by TW/TB/DP</p> <p>Instructions by All Staff</p> <p>TB to arrange</p>	<p>Finalised by 27 August 2020</p> <p>Ongoing following return to office</p> <p>By 27 August 2020</p>

		<ul style="list-style-type: none"> • Outside of door through to Donations room • Inside door of Communications office • Inside door of Programmes office • Inside and outside main conference room (where temporarily in use for staff room TBC). <p>Contractors provided with hand sanitiser and exclusive use of toilet facilities along with guidance prior to site visit on working procedures; toilet facilities to be cleaned at the end of the day.</p> <p>When receiving deliveries, ensure safe distance on receiving the goods and when handling mail, or packages, avoid touching your face. Also, wash your hands with soap and water after handling.</p>	<p>TB</p> <p>TB</p>	<p>As necessary</p> <p>As necessary</p>
<p>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Workers</p> <p>Contractors</p> <p>Visitors (N/A as office closed to visitors during Sept 20)</p>	<p>Follow HSE guidance on welfare facilities, canteens, and so on:</p> <ul style="list-style-type: none"> • Areas of congregation - measures will be put in place to avoid areas where people may congregate, e.g. meeting rooms will not be in use for meetings, the kitchen area upstairs will be restricted for use by one person at a time and use of the toilet with signage to avoid more than one person being in the area at any one time. • Pinch points - where there are pinch points (meaning people can't meet the social distancing rules) e.g. narrow corridors/doorways, non-fire doors may be propped open to aid visibility and ensure that social distancing is maintained; floor markings will be used to indicate required social distancing • Shared surfaces - cleaning materials and hand sanitiser will be provided for areas and equipment where people will touch the same surfaces, such as doorknobs, toilet facilities and kitchen taps. • Hard to clean surfaces - any unnecessary fabric surfaces will be removed 	<p>Signage, floor markings, cleaning materials and hand sanitiser for desks and removal of unnecessary fabrics by TB</p>	<p>By 27 August 2020</p>

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		<ul style="list-style-type: none"> ● Communal areas - windows will be opened in communal areas where air movement may be less than in other work areas, e.g. the kitchen and upstairs toilet; it is not possible to ventilate the downstairs toilets and so toilet doors should be left open where appropriate. N.B. opening and closing windows in communal areas at start and end of day will be the responsibility of the Receptionist/Admin Assistant. <p>Controls to be put in place to reduce the risks will include but are not limited to:</p> <ul style="list-style-type: none"> ● no more than two people in any one office where social distancing can be maintained ● staff room and conference room are not available as a shared space for lunch breaks ● physical impervious barriers (e.g. Perspex) to be placed in reception area to reduce contact when reception reopens to visitors ● all staff to continue to use online facilities for meetings, including those working in the office, to reduce the number of people moving around (however for brief queries staff may speak directly provided that time is kept to a minimum, social distancing of a minimum of 2m is maintained, and other desks or chairs are not used) ● leave non-fire doors open to reduce the amount of contact with doors and potentially improve workplace ventilation ● personal belongings to be kept under desks ● staff to keep workstations/desks clear of any unnecessary items ● implement cleaning regimes to make sure high traffic communal areas are kept clean (deep clean once a week with daily touch point clean at the end of each day where staff have been working in the office) ● ensure staff working in the office with desktops have headsets available, and ideally cameras ● supply door wedges where not currently available and clearly mark fire doors which are not to be left open ● cleaning procedures to be agreed with contracted cleaners 	<p>TB on arrival</p> <p>Included in guidance to be provided to staff coming in to the office</p> <p>TB/TW</p> <p>TW liaising with cleaning contractors</p> <p>ES</p> <p>TB</p>	<p>Tues-Thurs</p> <p>By 27 August 2020</p> <p>By 01 October 2020</p> <p>Completed</p> <p>By 27 August 2020 (depending on availability of items)</p>
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		Face coverings are not required to be worn in the workplace. However, if staff choose to wear face coverings, they must follow relevant guidance circulated to them prior to their return to the office.		
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	No groups of workers identified to return to office in September who live and/or travel to work together and group them into a work cohort.	NA but keep under review as number of staff returning increases	Review by 01 Oct 2020
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Contractors Visitors (N/A as office closed to visitors during Sept 20)	<p>Follow HSE guidance on cleaning and hygiene during the coronavirus outbreak for surfaces identified as frequently touched.</p> <p>Communicate to all office staff the need for them to clean their own workstations at the start and end of their working day using personal cleaning pack supplied by WLT.</p> <p>Reduced need for people to move around the office as continue to use electronic communications, avoiding passing paper documents wherever possible.</p> <p>Avoid sharing work equipment by allocating it on personal issue and provide cleaning materials.</p> <p>For any shared equipment such as the printer/photocopier, kettle and fridge are to be cleaned between each user as per guide.</p> <p>Pool shared equipment such as pool laptops, USB's, are to be sanitised when returning and held for a minimum of 48 hours before issuing to the next user.</p>	Guidance to be provided by TW/TB/DP	By 27 August 2020

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Member of staff develops symptoms of coronavirus at work		<p>Staff are required to familiarise themselves with symptoms of COVID-19 from government guidance.</p> <p>Staff are required to follow government guidance on the need to self-isolate, notifying their line manager in that eventuality.</p> <p>In the event of staff developing symptoms in the office or needing to self-isolate after being in the office, their line manager must advise the CEO/COO immediately, after which the CEO/COO will:</p> <ul style="list-style-type: none"> • notify all other staff present in the office and, if applicable, send them home • avoid using public transport to travel home, if possible • require the individual to seek medical assistance and confirmation of COVID-19 diagnosis • in the event of a confirmed diagnosis, close the office for fourteen days and arrange for it to be deep cleaned. 	<p>Included in RTW guidance</p> <p>As necessary</p>	<p>By 27 August 2020</p>
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Follow HSE guidance on stress and mental health, including:</p> <ul style="list-style-type: none"> • managers to have regular keep in touch meetings/calls with people working at home to talk about any work issues • managers to talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • draft risk assessment to be shared with employees so that they can help to identify potential problems and identify solutions where they have concerns • employees to be kept updated through staff meetings and electronic communications on what is happening with return to work processes, so they feel involved and reassured • highlight the issue of fatigue and presenteeism with employees and make sure they are taking regular breaks. Employees have been encouraged to take proportionate annual leave and have set working hours to ensure they aren't working long hours. Managers to monitor this. 	<p>Completed</p> <p>Sharing finalised RA based on staff feedback</p>	<p>Completed</p> <p>By 27 August 2020</p>

		<p>Resources available for employees on Teams under MH and Wellbeing about mental health and wellbeing.</p> <p>Remind employees at next staff meeting about Employee Assistance Programme and what services are available to talk through supportive strategies.</p>	<p>DP review</p> <p>DP</p>	<p>By mid-September 2020</p> <p>Completed (email 06/08/0)</p>
<p>Contracting the virus by not social distancing</p>		<p>Follow HSE guidance on social distancing.</p> <p>Provide information and instruction to staff on what they need to do to maintain social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules, WLT will:</p> <ul style="list-style-type: none"> • use marker tape on the floor • continue to hold meetings virtually rather than face-to-face, although brief contact is acceptable where necessary (for example, to answer a query) provided that the time is kept to a minimum, social distancing of 2m is maintained and other desks/chairs are not used. • limit the number of people on site at one time • rearrange work areas and tasks to allow people to meet social distancing rules • use empty spaces in the building for additional rest areas where safe to do so • implement drop zones for passing materials between people • introduce 'cohering' work teams so staff work together in consistent groups • display signs to remind people to maintain social distancing 	<p>Guidance for staff returning to office by TW/TB/DP</p> <p>Floor markings, drop zones, signage and guidance by TW/TB/DP</p> <p>Completed</p> <p>Completed</p>	<p>By 27 August 2020</p> <p>By 27 August 2020</p>

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<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>		<p>Follow existing guidance on display screen equipment within the WLT temporary homeworking policy, including:</p> <ul style="list-style-type: none"> • setting a workstation up properly • taking regular breaks • performing stretching exercises <p>If the homeworking arrangement becomes long-term, the risks should be assessed in line with HSE guidance.</p>	<p>All (workstation risk assessment completed by all staff)</p>	<p>By 04 September 2020</p>
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>		<p>Fresh air is the preferred way of ventilating the workplace so opening windows and doors (that are not fire doors) can help where additional ventilation is required.</p> <p>HSE guidance advises that desk fans may be used if additional ventilation is required.</p>	<p>All staff returning to work and TB for communal areas</p>	<p>From 01 September 2020</p>
<p>Increased risk of infection and complications for vulnerable workers</p>		<p>Identify any staff that fall into one of the following categories:</p> <ul style="list-style-type: none"> • clinically extremely vulnerable • self-isolating • exhibiting symptoms of coronavirus • pregnant • at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) <p>Discuss with employees what their personal risks are and identify what you need to do in each case.</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance.</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures.</p> <p>All staff are responsible for advising their line manager if they subsequently fall into any of the categories above.</p>	<p>NA for initial group of staff returning; review as staff numbers increase</p>	<p>Review by 01 October 2020</p>

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Adherence		The HSE requires all employers to put in place monitoring and supervision to make sure people are following controls put in place. Therefore, all staff are required to report to the Exec PA any controls which cannot be followed, or which do not appear to be being observed.	All	From 01 September 2020
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