



Risk Assessment Number	Likelihood		Severity Injury		Likelihood X Severity. The higher the risk the more stringent the control measures.
	Almost Certain	5	Death	5	
Date of Assessment Version 1: 9 July 2020	High	4	Incapacity (permanent disability)	4	
	Medium	3	Major (temp. disability, fractures etc.)	3	
	Low	2	Medium (sprains, bruises, cuts)	2	
	Unlikely	1	Minor (scratches, minor cuts/bruises)	1	

Assessment carried out by : David Brown		RISK RATING	
	High 20 - 25	Contact your line manager and refer to the Health and Safety policy before starting any of the work involved.	
Reference	Covid-19	Medium 8 - 16	Extensive precautions with considerable expenditure, intensive training and stringent safe working procedures enforced to ensure compliance.
Address	49 Whitby Avenue Ingol Preston PR2 3YP	Low 1 - 6	Some risk acceptable, regular training, preventative measures and policies vigorously maintained, with high standards of supervision.

[Type here]

Nature of Hazard(s)	Who is at risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	S	RR		L	S	RR
Exposure to COVID-19 from face to face contact between staff and volunteers								
Exposure to COVID-19 for staff and volunteers from proximity to colleagues with COVID-19 in the office workspace	Staff and Volunteers	5	4	20	<ul style="list-style-type: none"> All colleagues to give an undertaking before returning to the office workspace to immediately inform management of suspected COVID-19 infection/exposure and to follow Government health advice and stay away from the workplace for the required period of time. If any exposure to COVID-19 is suspected in the workspace, all those who may have had possible exposure immediately informed by Manager and advised to follow Government health guidelines for exposure to COVID-19 (eg self-isolation), Management and trustee board informed of any COVID-19 incident by Manager. Office to be closed for deep cleaning after any possible COVID-19 incident before work resumes. Home working possibilities explored where appropriate for staff and volunteers. Where staff/volunteers have indicated that they are ready to attend the office the numbers of personnel in workspace rostered to facilitate social distancing. Colleagues to be spaced appropriately around the office workspace to minimize face to face contact Colleagues will keep their Outlook calendars up to date – especially showing whereabouts – to assist with any Track & Trace enquiries Hygiene station set up in reception area to give all colleagues easy access to gloves, face masks, hand sanitiser if wished and a copy of the work risk assessment. Toilets in No 49 for staff use only and to be used by one colleague at a time, hazard cone to be placed in front of door to indicate when it is occupied. Signage around office workspace to remind colleagues of the need for social distancing and hand sanitising. Staff and volunteers informed of risks and necessary precautions before commencing work. 	1	4	4

Nature of Hazard(s)	Who is at risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	S	RR		L	S	RR
Exposure to COVID-19 for staff and volunteers from face to face contact between staff/volunteers in Clinically Extremely Vulnerable individuals	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> All face to face interactions between staff/volunteers in Clinically Extremely Vulnerable groups suspended. Staff and volunteers in this group will not come into the office. Staff and volunteers in this group are being kept involved by regular emails, video conferencing and social media channels. Home working possibilities investigated for this group Situation to be reviewed regularly in accordance with public health guidelines and national citizens' advice. 	0	4	0
Exposure to COVID-19 to staff and volunteers from face to face contact between colleagues in Clinically Vulnerable individuals	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> Home working possibilities explored wherever possible for this group, no one in this group will not come into the office if they are not comfortable with it. Staff and volunteers in this group are being kept involved by regular email updates, video conferencing calls and social media channels. However if staff and volunteers wish to work in the office, additional precautions to be taken include: <ul style="list-style-type: none"> ❖ Staggered start and finish times from other colleagues ❖ Rooms reserved for single use of individuals in this group. ❖ Regular review of arrangements for this group by Manager to make sure that they are working properly and individuals are comfortable with the situation. Situation to be reviewed regularly in accordance with public health guidelines and national citizens' advice. 	1	4	4
Exposure to Covid 19 to staff and volunteers from door key pads / door handles / shared surfaces / equipment (eg photocopiers pens etc)	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> Regular cleaning of office surfaces and door handles to be carried out. Deep cleaning of office if COVID-19 incident reported. Signage around the office reminding colleagues of the need for regular hand sanitising. Staff and volunteers issued with individual items for personal use eg pens and stationery. No sharing of office equipment and pens 	1	4	4
Exposure to COVID-19 to staff and volunteers from computer equipment, office phones and mobile phones in the office	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> Colleagues to be allocated a specific workstation and mobile/handset, no sharing of workstations, keyboards, mobiles or headsets permitted. Staff and volunteers asked to sanitise their own workstations after each session, sanitiser and wipes provided to do this. Home based staff are to be responsible for sanitising their own mobiles and laptops, no sharing of equipment permitted. 	1	4	4

Nature of Hazard(s)	Who is at risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	S	RR		L	S	RR
Catching COVID-19 from preparing food and drink in the staff kitchen	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> Follow cleaning guidance Staff to use their own cup/mug, crockery and cutlery etc 	1	4	4
					•			
Exposure to COVID-19 from face to face contact between staff and volunteers and visitors								
<ul style="list-style-type: none"> Exposure to COVID-19 for staff and volunteers from Proximity to a visitor with COVID-19 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> No one in the Clinically Extremely Vulnerable or Clinically Vulnerable groups to meet with visitors On arrival, all visitors to be asked if they have any symptoms of COVID-19 and if so asked to leave the building and follow government guidelines If a member of staff suspects a visitor is showing symptoms of COVID-19 they should ask the visitor to leave the building and follow government guidelines. If any exposure to COVID-19 is suspected, all those who may have had possible exposure immediately informed by Manager and advised to follow Government health guidelines for exposure to COVID-19 (eg self-isolation), Management and trustee board informed of any COVID-19 incident by Manager. Office to be closed for deep cleaning after any possible COVID-19 incident before work resumes. 	2	4	8
<ul style="list-style-type: none"> Exposure to COVID-19 for a visitor from Proximity to Staff or Volunteer with COVID-19 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> Follow all the Control Measures above for: <p>Exposure to COVID-19 for staff and volunteers from proximity to colleagues with COVID-19 in the office workspace</p> <ul style="list-style-type: none"> Reception staff will maintain and IT based record of visitor name, contact phone number and service they are attending – to assist with any Track & Trace enquiry and with monitoring 	2	4	8

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		L	S	RR		L	S	RR
<ul style="list-style-type: none"> Exposure to COVID-19 for staff and volunteers from Proximity to a visitors 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> Maintain 2m social distancing at all times Hygiene station set up in reception area to give all visitors easy access hand sanitiser and be informed regarding our safety procedures Visitors to use toilets off the reception area and to be used by one person at a time, hazard cone to be placed in front of door to indicate when it is occupied. Staff/volunteers will open all internal doors to minimise visitors having to touch door handles Follow specific guidance for type / location of meeting as detailed below: 	2	4	8
<ul style="list-style-type: none"> Reception 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> Reception staff to stay behind the Perspex screen when talking with visitors No physical sign-in sheets – visitor details taken by reception staff Money handling <ul style="list-style-type: none"> ❖ card payment wherever possible (where someone does not have access to contactless payment we will offer assistance to help them to do this). ❖ Cash taken from those who cannot access contactless payment. Cash received will be quarantined for 72 hours, Change will be given from money that has already been quarantined for 72 hours. Cash will be quarantined for 72 hours before banking. 	2	4	8
<ul style="list-style-type: none"> IT Suite 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> Visitors will use the designated visitor computer booth which will have Perspex screens. The booth will be cleaned after each use Staff & volunteers will use the designated Staff / Volunteer booth next to the visitor if they require assistance. The booth will have Perspex screens and will be cleaned after each use Visitors must book 	2	4	8

Nature of Hazard(s)	Who is at risk	Evaluation			Recommended Control Measures	Reduced Risk		
		L	S	RR		L	S	RR
<ul style="list-style-type: none"> • Multi – Use Room: <ul style="list-style-type: none"> a. Studio Two 1-2-1 Meetings b. Studio One 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> • Wherever possible these should be carried out over the telephone or using video conferencing applications such as FaceTime, WhatsApp or Zoom • When it is necessary to meet in person, if possible use an outdoor space such as private garden, public park or garden at the rear of Intact. Where this is the case: <ul style="list-style-type: none"> ❖ Maintain 2m social distancing ❖ Do not share any items such as pens, booklets, computers or tablets (eg Ipads) • If it is not possible to meet outside – then use a designated meeting room. Where this is the case: <ul style="list-style-type: none"> ❖ Maintain 2m social distancing ❖ Inform visitor about safe procedures eg hand sanitising, use of toilets, social distancing etc ❖ Do not share any items such as pens, booklets, computers or tablets (eg Ipads) ❖ Ensure room is clean prior to entering ❖ Clean room after meeting before it used again ❖ Enter and leave Studio 2 via doors to/from rear garden to minimise movement through the building. Hand sanitiser available for use when entering from garden ❖ No refreshments will be provided 	2	4	8
<ul style="list-style-type: none"> • Café <ul style="list-style-type: none"> a. Whitby Food Pantry 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> • By appointment only • Visitors to wait in café area on chairs spaced 2m apart • To enable smooth flow of visitors and reduce risk of contaminating door handles – internal doors will be propped open for the duration of the Pantry – this will impact on the Fire Risk Assessment. • Payment see Reception above • Entry to Pantry will be 1 person at a time and supervised by staff/volunteer (who should wear a face covering if the person needs assistance in the pantry) • Leave via rear door from café 	2	4	8

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<ul style="list-style-type: none"> Room Hire 	Staff, Volunteers & Visitors	5	4	20	<ul style="list-style-type: none"> Only accept a booking from a hirer that submits a full COVID-19 Risk Assessment which has been reviewed and approved by a Manager. Where necessary request adjustments to the Risk Assessment to ensure the standards in the Intact Risk Assessment are met by the hirer Hirers to read and sign to say to that they will adhere to everything in their own and Intact's Risk Assessment Hirer to provide all their own equipment Hirer to agree a sign in procedure with Reception Hirer will ensure that everyone attending their session is fully informed about safe procedures eg hand sanitising, use of toilets, social distancing etc No refreshments to be provided by hirer or Intact Room to be cleaned after use by Intact cleaner 	2	4	8

[make sure on-site employees can spot symptoms](#)

[tell workers with symptoms to quarantine immediately](#)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

https://www.gov.uk/coronavirus-business-reopening/y/hospitality/offices/over_4/yes/yes/yes/yes

Signed: *Denise Hartley*

Date: 9 July 2020



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Assessment carried out by : Gail Porter		RISK RATING			
		High 20 - 25	Contact your line manager and refer to the Health and Safety policy before starting any of the work involved.		
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Exposure to COVID-19 for staff and volunteers from proximity to colleagues with COVID-19 on the nature reserve.	Staff and Volunteers	3	4	12	<ul style="list-style-type: none"> A Lead Volunteer to be nominated for each daily attendance on the nature reserve. All colleagues to give an undertaking before accessing the nature reserve to immediately inform the Lead Volunteer of suspected COVID-19 infection/exposure and to follow Government health advice and stay away from the workplace for the required period of time. If any exposure to COVID-19 is suspected whilst on the nature reserve, all those who may have had possible exposure immediately informed by the Lead Volunteer and advised to follow Government health guidelines for exposure to COVID-19 (e.g. self-isolation) – see https://www.gov.uk/coronavirus Intact Management and trustee board informed of any COVID-19 incident by Lead Volunteer. Nature reserve access gates and keys to be cleaned after any possible COVID-19 incident before work resumes. 	1	4	4

Exposure to COVID-19 for staff and volunteers from proximity to colleagues with COVID-19 on the nature reserve - continued					<ul style="list-style-type: none"> • Colleagues to be spaced appropriately (at least 2 m apart) around the nature reserve to minimise face to face contact • All volunteers attending/access the nature reserve to be logged on/off site by the Lead Volunteer for each daily attendance • Volunteers accessing the nature reserve to be given easy access to gloves, face masks, hand sanitiser if wished and a copy of the work risk assessment. • Signage around office workspace to remind colleagues of the need for social distancing and hand sanitising. • Staff and volunteers informed of risks and necessary precautions before commencing work. 			
Exposure to COVID-19 for staff and volunteers from face to face contact between staff/volunteers in Clinically Extremely Vulnerable individuals	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> • All face to face interactions on the nature reserve between staff/volunteers in Clinically Extremely Vulnerable groups suspended. • Staff and volunteers in this group will not access the nature reserve. Staff and volunteers in this group who are part of the land management group will be kept involved by regular emails, and social media channels. • Situation to be reviewed regularly in accordance with public health guidelines and national citizens' advice. 	0	4	0
Exposure to COVID-19 for staff and volunteers from face to face contact between staff/volunteers in Clinically Vulnerable individuals	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> • All face to face interactions on the nature reserve between staff/volunteers in Clinically Vulnerable groups to be kept to a minimum • Colleagues to be spaced appropriately (at least 2 m apart) around the nature reserve to minimise face to face contact • Staff and volunteers in this group to access the nature reserve in groups of no more than 6. • Staff and volunteers in this group who are part of the land management group will be kept involved by regular emails, and social media channels. • Situation to be reviewed regularly in accordance with public health guidelines and national citizens' advice. 	2	4	8
Exposure to Covid 19 to staff and volunteers from door key pads / door handles / shared surfaces / equipment (eg garden equipment, etc)	Staff & Volunteers	5	4	20	<ul style="list-style-type: none"> • Regular cleaning of gate surfaces, key safe and door handles to be carried out. • Signage around the office reminding colleagues of the need for regular hand sanitising. • Staff and volunteers issued with individual items for personal use where possible or to use own equipment. No borrowing or sharing of equipment. 	1	4	4

<p>Catching COVID-19 from sharing food and/or drinks</p>	<p>Staff & Volunteers</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • Food/refreshment provision for land management volunteers suspended • Volunteers bring own food/drink requirements for consumption whilst on site. • Volunteers to be reminded not to share food/drink or eating utensils. 	<p>1</p>	<p>4</p>	<p>4</p>
<p>Exposure to COVID-19 from face to face contact between staff / volunteers and general public on the nature reserve</p>	<p>Staff, Volunteers & General Public</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • A minimum of two people MUST be on site at any given time – no one person is allowed on the nature reserve on their own • No public access allowed on the site at any time (until social distancing guidelines are revised). • The total number of people allowed on the site at any one time is 6 • The attendance list and rota for attending the site is coordinated by the nominated Lead Volunteer • Access to the site using the keys and entry gates is facilitated by a nominated Lead Volunteer for each visit (to reduce the surface contacts on the keys/gates) • Maintenance schedule to focus on tasks that require one person only; tasks requiring more than one person should be allocated to members of the same household where possible • Volunteers are provided with hand sanitiser and antiseptic wipes for their personal use while on the site • Volunteers to wear protective gloves (personal use gardening gloves, for example) whilst on site • Tools and equipment are not shared; volunteers can bring their own equipment for personal use whilst on the site. Tools and equipment to be taken home at the end of the visit • Any additional equipment required to be provided by nominated Lead Volunteer on a loan arrangement basis so that the equipment is only used by one individual • Any wipes or single use gloves used whilst on site should be disposed of safely after use • Volunteers to bring their own food/drink with them if required but should, where possible, avoid sharing food and drink with other volunteers. Volunteers should not pass each other food or drink unless they live together. 	<p>1</p>	<p>4</p>	<p>4</p>

Signed: Denise Hartley

Date: 9 July 2020