

COVID-19 Risk Assessment – How the GWCT is dealing with the current situation.

The hazard in this risk assessment: The spread of COVID-19. It is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2 ('coronavirus'). Symptoms can be mild, moderate, severe or fatal. This document should be used in conjunction with existing GWCT Risk Assessments. Each manager should carefully consider their own unique circumstances.

The people who might be harmed: Staff, students, trustees, members, supporters, visitors, contractors and anyone else who physically comes in contact with us. Particular consideration is given to vulnerable groups: elderly, pregnant workers and those with existing underlying health conditions. This assessment has been conducted after following HM Government guidance on working safely in offices [here](#), outdoors [here](#) and vehicles [here](#).

Ongoing monitoring of COVID-19: We will continue to monitor COVID-19 in the areas where staff are working, and if necessary, we are prepared to close workplaces quickly if another outbreak occurs. Despite government relaxations on the lockdown, the GWCT ultimately will make the decision about when to bring staff back to work, and what that looks like.

Current principle of staff work location: Staff and students should continue to work from home, if at all possible, and we remain committed to providing equipment for people to work at home safely and effectively.

Managing our workspaces: We will use a system of levels to communicate to staff and the public what state each GWCT location is currently operating at. We expect local factors will result in different sites having different levels during the transition. These may move up or down as required.

- Level 5 – Workplace is closed to all. (Scottish HQ is currently at this level)
- Level 4 – Workplace is closed to all but critical staff. Other staff may collect essential items. No visitors. (HQ is currently at this level)
- Level 3 – Open to critical staff and those staff that need to return to increase productivity on a case by case basis. Visitors strictly limited.
- Level 2 – Open to all staff that need to be in the office, but they must still follow distancing and other rules. Visitors must follow rules too.
- Level 1 – All workplace restrictions have been lifted.

Critical roles: Those roles that are critical to our business (these include: operational continuity, safe facility management and regulatory requirements). Where they cannot be performed remotely, they should remain on site where possible. Where these critical roles might be performed remotely but can't, due to home or other circumstances, they will remain on site too.

What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Symptoms of COVID-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance here. For NHS advice on symptoms see here. • If staff disclose medical information we keep it confidential. • Line managers are maintaining regular contact with staff members during this time. 	<ul style="list-style-type: none"> • Reminded staff to catch coughs and sneezes in tissues – follow ‘Catch it, Bin it, Kill it’ – and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues will be made available throughout the workplace. • We display HM Government posters, leaflets and other materials here. 	<p>All staff and managers</p> <p>Office managers</p> <p>Office managers</p>	<p>Weekly</p> <p>When site levels drop to Level 4</p>	
<p>Social distancing</p> <ul style="list-style-type: none"> • We make every reasonable effort to enable working from home as a first option. This reduces the number of workers on site at any one time. • Conference calls are used instead of face to face meetings. • We have reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the HM Government advice on social distancing. • We have redesigned processes to ensure social distancing in place where possible. • In an emergency situation people will not have to stay 2m apart if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	<ul style="list-style-type: none"> • Social distancing is also to be adhered to in kitchen areas. Where possible, we will mark this on the floor (or other similar method). • Taking steps to review work schedules including start and finish times. • Management checks to ensure this is adhered to. 	<p>Office managers</p> <p>All managers</p>	<p>When site levels drop to Level 4</p> <p>Weekly</p>	

<p>Where social distancing is not possible</p> <p>We use the following mitigating actions to reduce the risks of transmission:</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keep the activity time involved as short as possible. • Use screens or barriers to separate people from each other. • Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 				
<p>Moving around buildings and worksites</p> <ul style="list-style-type: none"> • We reduce movement by discouraging non-essential trips within buildings and sites. • We encourage the use of telephones (or radios). Telephones (radios) are assigned to individuals and should not be shared. If they need to be shared, this should be with the smallest possible number of people, and they must be cleaned between use. • Restrict access between different areas of a building or site and use drop-off points or transfer zones to remove direct contact. This may include post and office supplies. 	<ul style="list-style-type: none"> • Review options to partition or restrict movement around sites. 	Office managers	When site levels drop to Level 4	
<p>Travel</p> <ul style="list-style-type: none"> • We minimise non-essential travel and consider remote options first. 	<ul style="list-style-type: none"> • Retaining sufficient quantities of hand sanitiser/wipes within vehicles to enable staff to clean hands. 	Departments to secure own materials.	When vehicles are in use.	

<ul style="list-style-type: none"> • Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face to face. • Cleaning shared vehicles on handover and removing waste and belongings. • Where staff are required to stay away from their home, we make sure any overnight accommodation meets social distancing guidelines. • When visiting other sites and places we minimise person-to-person contact. 				
<p>Workplaces and workstations</p> <ul style="list-style-type: none"> • Desks are assigned to individuals and should not be shared. If they need to be shared, this should be with the smallest possible number of people. 	<ul style="list-style-type: none"> • Review desk layouts to allow people to work further apart from each other. • Mark floors with tape to help staff keep to a 2m distance. • Where it is not possible to move desks further apart, arrange people to work side by side or facing away from each other rather than face to face. 	Office managers	When site levels drop to Level 4	
<p>Meetings</p> <ul style="list-style-type: none"> • We avoid in-person meetings by using remote working tools. • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. • Avoiding transmission during meetings. For example, avoiding sharing pens and other objects. • Providing hand sanitiser in meeting rooms. • Holding meetings outdoors or in well-ventilated rooms whenever possible. 				

<ul style="list-style-type: none"> • For areas where regular meetings take place, using floor signage to help people maintain social distancing. 				
<p>Visitors</p> <ul style="list-style-type: none"> • We encourage visits via remote connection where possible. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. 	<ul style="list-style-type: none"> • Revise visitor arrangements where someone physically signs in with the same pen at receptions. • Display HMG posters at entrances to confirm this risk assessment has been completed and where they can find a copy. 	Office managers	When site levels drop to Level 4	
<p>Common areas</p> <ul style="list-style-type: none"> • We provide individual sachets of milk to avoid the use of fridges • We provide wrapped tea bags and sachets of coffee to avoid staff handling kitchen containers. • Encourage staff to use cool boxes/packs at desks to avoid placing lunches in kitchen fridges • Stagger break times to reduce pressure on kitchens. • Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. 	<ul style="list-style-type: none"> • Establish safe outside areas for breaks. 	Office managers	When site levels drop to Level 3	
<p>Hand washing</p> <ul style="list-style-type: none"> • We have facilities with soap and water in place and stringent hand washing taking place (see NHS guidance here). Disposable paper towels are used to dry hands. • In places where washing facilities not readily available we use alcohol-based gel sanitisers. • Staff are reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 	<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream when required (see NHS guidance here). • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. • Encourage staff to report any problems and carry out skin checks. 	All managers	When staff return to sites	

<p>Cleaning</p> <ul style="list-style-type: none"> • We frequently clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods. • If an on-site employee reports a positive or presumptively positive test for COVID-19, we deep clean the workspace. For advice on how to do this see here. Alternatively, workspace or equipment can be isolated for 7 days. Read more here. • We open doors and windows frequently to encourage ventilation, where possible. 	<ul style="list-style-type: none"> • Cleaning procedures for vehicles. • Provide disinfectants throughout our workspaces for staff to use in wiping down surfaces. • A record sheet on the inside wall next to the entrance, specifying what is cleaned, with an entry (time, initials) filled in after each clean. Cleaning should be undertaken more often at times of peak use (8.30-9.00, around 13.00 & 14.00, and 17.00-17.30). 	<p>Fleet manager Office managers</p> <p>Office managers</p>	<p>w/c 18th May</p> <p>When site levels drop to Level 3</p>	
<p>Mental health</p> <p>We have an open-door policy for those who need additional support. Staff also have access to a free external confidential support help line available 24hrs on 0800 0327097 and also online at www.healthassuredeap.com</p>				
<p>Reporting of COVID-19</p> <p>We will report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when:</p> <ol style="list-style-type: none"> a) an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence here. b) a worker has been diagnosed as having COVID-19 (or loss of life) and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease here. 				

<p>PPE HM Government guidance here on the use of PPE (personal protective equipment to protect against COVID-19) relates to healthcare settings. The GWCT, along with all other organisations, will ask staff to observe social distancing measures and practice good hand hygiene behaviours. We follow government advice and do not encourage the precautionary use of extra PPE to protect against COVID-19 in our workplace.</p>				
<p>Face coverings Staff are welcome to wear simple face coverings at work if they wish. This is voluntary and is not required in law. Advice on how to make and use coverings can be read here.</p>				
<p>Wearing of gloves Where departmental risk assessments have identified the wearing of gloves as a requirement of the job, an adequate supply of these has been provided. Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<ul style="list-style-type: none"> • Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	Heads of Projects	As staff return	

Office Managers: For the purposes of this assessment, they are the following:

- Headquarters (Burgate Manor) – Alastair King
- London Office (26 Mortimer Street) – Jeremy Payne
- Scottish Headquarters (Unit 95, Perth Airport) – Bruce Russell
- Allerton Project (Loddington House) – Alastair Leake
- Allerton Project (Visitor Centre and adjacent offices) - Alastair Leake
- Salmon & Trout Research Centre (East Stoke) – Nick Sotherton
- Game & Wildlife Scottish Demonstration Farm (Auchnerran) – Bruce Russell

This assessment will be published: GWCT website.

Assessment carried out by: Andrew Gilruth on 13th May 2020

Date of next review: 13th June 2020