

Risk Assessment – COVID-19



Department / Location:	UK Farms	Date of Risk Assessment:	23/06/2020
Name of Assessor:	Glen Gardiner	Line Manager:	Annie Brown

What are the hazards?	Who might be harmed and how?	What are you already doing (to control the risk)?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
------------------------------	-------------------------------------	--	--	-----------------------	------------------------	-------------

<p>Bringing staff into the workplace</p>	<p>Members of staff who cannot work from home because of the nature of the work; which is essential to Donkey care and welfare</p>	<p>Ensuring social distancing can be maintained. Ensuring effective hygiene is in place. Organizing protocols to reduce risk to an acceptable level. Ensuring staff are not in any susceptible groups and have been consulted in this risk assessment Ensure there is a robust back up plan should a “workplace” be asked to self isolate for 14 days due to a member of staff testing positive for C-19 who is either part of the team or a member of staff that has been tracked and traced and has had recent contact. It therefore needs to be carefully considered which farms have adequate separation of workplaces / zones, welfare facilities etc. and whether there are sufficient number of staff (or staff that can be deployed to help) in a zone with the required skills to run the whole farm for 14 days if the other zone had to self isolate. Put in place a hand sanitising station at the entrance(s) to site, reminding staff to sanitise their hands on entry.</p>	<p>Monitor level of risk and effectiveness of protocol.</p> <p>Monitor health of all members of staff with immediate reporting to line manager if any signs or symptoms are seen which indicate possible infection with Covid-19. Follow protocols if a member of staff reports symptoms which may be Covid-19: <i>If someone shows CV-19 symptoms whole pod is sent home until test results are known</i></p> <ul style="list-style-type: none"> • <i>If CV-19 test results are positive whole pod isolates as per government / medical guidance</i> • <i>If CV-19 test results are negative team returns immediately (minus the original case if still unwell)</i> <p><i>Individuals and pods are not sent home due to third party contacts</i></p> <p><i>If staff are identified as ‘in contacts’ they will isolate as per government advice but rest of pod to remain at work initially. If ‘in contact’ staff member displays symptoms or tests positive the pod will be sent home as per point 1.</i></p> <p>A reduction to basic care routine would be re-introduced to cater for any reduced staffing levels.</p>	<p>Farm Manager</p>	<p>ongoing</p>	
--	--	--	--	---------------------	----------------	--

<p>A team member transmitting infection to another member of staff</p>	<p>Farm staff or other team members from supporting departments.</p>	<p>Maintaining strict hygiene Maintaining social distancing Protocols in place and are followed for specific tasks Staff are allocated to small 'pods'; working in smaller groups and on specific zones with allocated shared facilities. Shared facilities are being cleaned and record of cleaning kept on log cards. Where social distancing cannot be avoided a 'buddy' system will be used and PPE will be used for specific tasks that do not allow social distancing.</p>	<p>Monitor level of risk and effectiveness of control measures. To ensure that suitable, single use PPE is in place for activities where social distancing is not possible. Monitor ability to keep to social distancing and organize a buddy system where necessary because of nature of tasks. Staff members who co-habit may avoid social distancing during working hours and should be buddied up where possible. Follow TDS position on distance for social distancing and review protocols as and when this changes.</p>	<p>Farm Manager</p>	<p>Ongoing</p>	

Transmission of infection from an external source	Deliveries, Contractors or compliance inspectors and external trainers for use of equipment or vehicles	<p>Obtaining a copy of covid-19 RAMS from the contractors / inspectors and trainers where possible. Where this is not available a letter will be sent for the contractor to sign to confirm that they will adhere to government guidelines. Follow specific protocols in place to cover contractors and deliveries.</p> <p>Specific RA put in place for LOLER inspections.</p> <p>Facilities will be in place that will be allocated for external contractors and staff members who are not part of the team on that farm. Farm staff must not use these facilities.</p>	<p>Monitor level of risk and effectiveness of protocol.</p> <p>Ensure that all farm staff are aware when external people are on the site; both times and locations, so that they can avoid any accidental contact.</p> <p>Vehicle parking and access will be agreed prior to the visit.</p>	Farm Manager Farm staff	ongoing	
---	---	--	---	----------------------------	---------	--

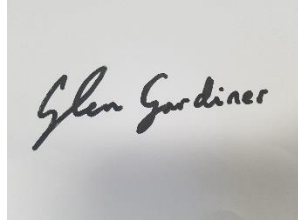
Transmission of infection to supporting services such as cleaning team.	Security, cleaning teams, maintenance team	<p>Strict hygiene will be practiced as outlined in protocols. Staff will keep areas they are responsible clean and tidy. Packed lunch and drinks in individual containers will be brought in from home wherever possible. All shared areas will be kept clean and tidy and surfaces for preparing food and in toilet facilities will be washed down after every individual use. Breaks should whenever possible be taken in the open-air, if this is not possible break times should be staggered, Individuals should have dedicated cutlery and drink vessels These must not be shared. Dedicated toilet facilities will be available for supporting services and for staff that are not part of the farm team.</p>	Monitor and audit that areas are clean and tidy and compliance with protocols.			
Transmission of infection by use of vehicles with multiple users	Members of staff on Donkey Sanctuary farms.	<p>Members of staff will follow the protocol for pooled vehicles. Full hygiene and disinfection procedures will be followed. Multiple users will be limited where possible. See protocol for pooled vehicles. Journeys should not be shared unless shared by a 'buddy' pair or by members of shared households.</p>	Monitor the use of vehicles and transport to avoid shared journeys unless specific protocols are followed.	Farm Manager	ongoing	System in place

Suitable provision of first aid	Members of the team	Issues involved with the giving of first aid during a pandemic have been resolved but require monitoring, especially at times when trained first aiders may not be available. Emergency services can be called immediately if a problem occurs. Normal risk assessments and protocols in place for the team will be followed including the use of appropriate PPE	Monitor the situation with regards to availability of appropriate PPE for first aiders. Monitor the availability of first aiders to provide service during the pandemic. Put arrangements in place for lone working where this is appropriate with regular contact agreed.	Farm Manager	Ongoing	
Well-being of staff on site	Members of staff using strict protocols and suffering possible stress due to concern about risk of infection and lone working. Staff returning to work	Adequate and necessary breaks taken in line with protocol. Regular contact with line manager. Lone worker protocol to be followed as usual. Well-being communications from the organisation and support from manager on a regular basis.	Monitor effectiveness of controls. Be aware of possible wellbeing issues and issues from lone working. Regular check ins with staff Ensure staff can access wellbeing information.	Farm Manager	Ongoing	
Transmission of infection through equipment	Farm staff or supporting staff	Equipment is being regularly cleaned. Steri 7 disinfectant and hand barrier is being used. Protocol is being followed for company vehicles.	Monitor effectiveness of controls	Farm Manager	Ongoing	

Transmission of infection by use of equipment	Members of staff on Donkey Sanctuary farms	BAU biosecurity procedures reduce contamination of equipment. Regular disinfection or cleaning of equipment such as headcollars, grooming brushes, brushes, shovels etc. Weigh scales Dedicated use of equipment where possible and where not possible the use of soap and water to clean between users. Equipment that cannot be easily cleaned or dedicated will have a time period between different users. See protocols for work on the farms details.				
Grooming animals - DAT	Farm staff	Disinfect grooming kits regularly. Individual grooming kits for staff members.	Monitor effectiveness of controls	Farm manager, farm supervisor & farm staff	Ongoing	
Behavior work on animals	Farm staff	Assign individual donkey to a member of staff for behavior work. That staff member can create own individual shaping plan and update the AMS	Monitor effectiveness of controls	Farm manager, supervisor and farm staff	Ongoing	

Handling of equids	Farm staff, vets	Social distancing should be maintained at all times when handling donkeys. If this is not possible, it must be considered whether handling the donkey is essential at that time. If handling is essential, single use PPE should be used and where possible the handlers should be paired 'buddies'. The RA for handling equids must be followed at all times.	Monitor effectiveness of controls	Farm manager, farm staff, vets	Ongoing	
Dentistry	Farm staff, Vets, Equine Dental technicians	Refer to Dentistry protocol	No	Farm Manager, Farm staff and visiting vet, nurse or EDT	Ongoing	System in place
Farrier	Farm staff and Farrier	Refer to Farrier Protocol	No	Farm Manager, Farm staff and visiting Farrier	Ongoing	System in place
Veterinary examinations	Farm staff, Vets, Nurses	Refer to Dentistry protocol	No	Farm Manager, Farm Staff, Vets and Nurses	Ongoing	System in place
Donkey Movements	Farm Staff and Lorry driver	Refer to protocol for the movement of donkeys	Monitor effectiveness of controls	Farm Manager, Lorry Driver	Ongoing	System in place

Haymaking	Farm staff	Refer to Protocol	No	Farm Manager, Farm Staff, Vets and Nurses	Ongoing	System in place
Dung Sampling	Farm staff	Refer to Protocol	Monitor effectiveness of controls	Farm Manager	Ongoing	
Use of staff computer for updating records, booking leave, online courses and training.	Farm staff	Under no circumstances should desks or IT equipment be shared by people outside of the allocated pods. And that alongside this, the personal workspace hygiene protocol is followed.				
Increased risk due to infection rates significantly increasing in the area	Farm Staff	Revert to the current shift system when recommended by the RAM group and following Donkey Sanctuary position. Regular reviews of each Farm Protocol and RA. At a minimum this will be carried out on a monthly basis (by AJ, GG and FC – with review recorded), but additional reviews will be carried out as required.	No	CMT,CRT and RAM	Ongoing	Existing system in place.



Line Manager (signature):

Date: 02/06/2020

RAM Manager (signature:Linda Evans.....

Date: ...25/06/2020.....

The Government has published a series of documents giving detailed guidance on Working safely during Covid-19, details can be found at:

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>