

Malvern Hills Trust
Covid 19 Contingency Committee
Friday 15th May 2020

1 Health and Safety Incidents

Notifiable Accidents in last 12 months:

None

Reported Accidents - 8/04/2020 to 19/05/2020

None

Reported Near Misses - 8/04/2020 to 19/05/2020

None

2 Current Covid cases amongst staff.

Confirmed:	0
Staff isolating with Covid symptoms:	0
Staff 'shielding' as higher risk to Covid:	2 on 12 weeks.

3 COSHH – Covid Precautions

The following is a summary of precautions implemented against Covid-19 across the Trust -

- Offices remain closed to the public.
Perspex counter screens have been sourced and are awaiting installation.
- Office staff will continue working from home wherever possible.
- Office layout on the ground floor has been re-organised to give 4 work stations with minimum 2 metre spacing. IT and telecoms have been adapted. Those staff coming into the office are keeping to their own offices / work areas and minimising use of shared spaces.
- Shared spaces, door handles, railing etc wiped down on daily basis, and cleaners attending twice a week.
- Vehicle Operation: Single-occupant basis is continuing, with no shared vehicles and vehicle interiors being wiped down regularly. Wardens are using only their own allocated vehicles. Field staff are adopting a system of 72 hrs unused between change of driver.
- Risk assessment for litter collection / disposal has been updated and issued to wardens / field staff. Additional supplies of heavy-duty gloves for litter collection secured.

- Disposable gloves, hand gel, cleaning wipes etc issued to all vehicles and work stations as required. We currently have adequate supplies of most of these but alcohol based hand gel is in short supply at present.
- MHT's cleaning contractor is equipped and authorised to carry out a deep clean using fogging equipment should the need arise. They have carried out an assessment of the offices for this purpose.

4 First Aid

- **Certificates:** First Aid certificates which were due to expire since the Covid Lock-down period commenced have had their validity extended by 3 months. Refresher training must be undertaken within that extended period for certificates to remain valid. (Currently this affects just one member of staff).
- **Procedures and PPE:** Some first aid procedures (ie CPR) have been amended due to Covid contamination risks and additional precautions are now required in terms of PPE during any first aid incident. Advisory information is being distributed to all First Aid trained staff.

D Bridges
CEO
19/05/2020