



CORONAVIRUS (COVID-19) RISK CONTROL PROTOCOL

Date: 27th November 2020

This document will be updated on a regular basis to reflect ongoing government advice

Business operations

Torc Ecology personnel already work from home offices and are set up with remote access to all business systems and projects and necessary survey equipment. There should be no business disruption; we will be able to remain productive and to effectively support and deliver continuity of service to our clients.

All non-essential client site meetings have been suspended and, where possible, will be conducted by telephone/video calling instead. Any essential site-based meetings will follow the site-based work protocol outlined below:-

Primary contacts:

West Norfolk Louise Brown (Company Director – 01485 524950 / 07709 033868)
 Shaun Baker (Company Director – 01485 524950 / 07515 562400)

Escalation to other associate ecologists will be made available, if necessary.

Personnel and public health measures

All staff to advise the company directors if they develop any symptoms of COVID-19, however mild, or if they have tested positive for COVID-19. Staff will self-isolate for a minimum of 14 days in this situation. Should any member of their household develop symptoms, staff will self-isolate for 14 days.

Any person that has had contact with that member of staff on a business level within the previous 14 days will be notified by the company directors where reasonably possible.

Weekly meetings between staff at Torc Ecology's main office have been suspended until further notice. Contact will be maintained by telephone/video calling.

All staff will practise good hygiene measures whilst working at home offices i.e. regularly hand washing and the use of sanitising wipes on keyboard, mouse, phone, desk, chair etc.

Site-based work

All site-based ecology work/meetings will be subject to a site-specific Risk Assessment for COVID-19.

Surveys of occupied sites where contact is inevitable and social distancing cannot be adhered to, will be suspended until such time where suitable barrier precautions can be implemented or relevant COVID-19 restrictions removed.

Long journeys of 3 or more hours will be avoided to prevent stop-offs in service stations or similar establishments. In this event we may seek the services of a local sub-contractor to ensure project delivery.

Where journeys are undertaken, they will be by car and not public transport. Surveyors will travel alone. The exception to this will be travel undertaken by company directors (also partners living in the same household).

A single member of staff will undertake site ecology visits/surveys where possible, health and safety permitting. If two members of staff are required this will consist of both company directors where possible to minimise the risk of spreading the virus. If staff are required from separate offices the barrier precaution protocol outlined below will be adhered to.

All site-based ecology visits/surveys or essential client meetings will adhere to the barrier precaution protocol outlined below.

Survey / working methodologies may be adapted to avoid the requirement for overnight stays. This relates in particular to great crested newt and bat surveys but also day-time ecology supervision work. This is in line with professional guidance provided by the Chartered Institute of Ecology and Environmental Management (CIEEM).

Overnight stays may be possible if strict risk control measures can be undertaken. Torc Ecology has a converted work vehicle that will provide safe and hygienic accommodation for the company directors. On some sites it may also be possible for surveyors to use other means of accommodation, such as tents or sleeping in other vehicles, for a single overnight stay. Every site will be subject to a site-specific Risk Assessment.

Barrier precautions

All essential site-based work will be subject to a site-specific Risk Assessment.

Staff and sub-contractors will travel separately with the exception of the company Directors.

All staff and sub-contractors will carry COVID-19 PPE to include:

- Soap, water, bowl and towel;
- disposable gloves
- tissues
- hand sanitiser gel (if available)

Food and drink will be brought from home to avoid having to buy food or drink items from shops and risk poor hygiene handling.

Regular washing of hands - to include prior to any eating or drinking, and upon entering and leaving a site and/or any buildings.

A distance of at least 2m will be maintained between staff and any other person upon the site, including clients and/or their agents, members of the public, and any sub-contractors that may be required to assist with a survey.

All equipment used will be washed between surveys. All surveyors will have their own set of equipment to limit the spread of the virus between surveyors.