St Neots Town FC Covid-19 generic risk assessment

What are the hazards	Who might be harmed	Controls	What further actions do we need to consider	Actioned by Who	When and how often
Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms, function suites, and other communal areas	Workers Customers Visitors Contractors Drivers coming to your business	Provide water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities -Provide hand sanitiser for the occasions when people can't wash their hands -There's a legal duty to provide welfare facilities and washing facilities for visiting drivers	Put in place monitoring and supervision to make sure people are following controls Put signs up to remind people to wash their hands Provide information to your workers about when and where they need to wash their hands Identify if and where additional hand washing		

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			facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser – Identify how you are going to replenish hand washing/sanitising facilities – Make sure people are checking their skin for dryness and cracking and tell them to Report if there is a problem		

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Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms, function suites, and other communal areas	Workers Customers Visitors Contractors Drivers coming to your business	Identify: ➢ areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc ➢ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ➢ areas and surfaces that are frequently touched but are difficult to clean ➢ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation	Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should		

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		➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➢ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation provide lockers for people to keep personal belongings in so that they aren't left in the open ➢ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier			

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		➢ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens ➢ put signs up to remind people to wash and sanitise hands and not touch their faces ➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it			

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		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ➢ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ➢ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ➢ where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around			

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Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	– Identify groups of workers who live together and group them into a work cohort – Identify groups of workers who travel to work together and group them into a work cohort	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus		

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user	Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented Provide information telling people who needs to clean and when Provide instruction and training to people who need to clean.		

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		Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects	➢ the products they need to use ➢ precautions they need to follow ➢ the areas they need to clean Identify how you are going to replenish cleaning products		

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		Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas clean things like reusable boxes regularly Put in place arrangements to clean if someone develops symptoms of coronavirus in work			

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	Have regular keep in touch meetings/calls with people working at home to talk about any work issues Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours	Share information and advice with workers about mental health and wellbeing Consider an occupational health referral if personal stress and anxiety issues are identified Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies		

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Contracting or spreading the disease by not social distancing	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: ➢ using marker tape on the floor ➢ one-way systems ➢ holding meetings virtually rather than face to-face ➢ staggering start/end times ➢ limiting the number of people on site at one time ➢ having allocated time slots for customers	Put in place arrangements to monitor and supervise to make sure social distancing rules are followed Provide information, instruction and training to people to understand what they need to do Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing		

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		➢ rearrange work areas and tasks to allow people to meet social distancing rules ➢ using empty spaces in the building for additional rest break areas where safe to do so ➢ implementing 'drop zones' for passing materials between people ➢ providing more parking areas or controlling parking spaces ➢ providing facilities to help people walk or cycle to work, eg bike racks ➢ minimising contact at security offices for drivers – Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people			

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		This can include: ➢ physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety ➢ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: ➢ enhanced cleaning regimes ➢ increase in hand washing			

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		➢ limiting the amount of time people spend on the task ➢ placing workers back-to-back or side-byside rather than face-to-face when working ➢ 'cohorting' work teams so they consistently work together ➢ improving ventilation - Display signs to remind people to socially distance (Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)			

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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home			

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Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	Identify if you need additional ventilation to increase air flow in all or parts of your workplace – Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than reticulating air	Maintain air circulation systems in line with manufacturers' recommendations		

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Increased risk of infection and complications for vulnerable worker	Workers	Identify who in your work force fall into one of the following categories ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus ➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) Discuss with employees what their personal risks are and identify what you need to do in each case Identify how and where someone in one of these categories will work in line with current government guidance If they are coming into work identify how you will protect them through social distancing and hygiene procedures	Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		

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Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers	There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance	Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out		

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		Identify which tasks you need PPE for and specify the right protection factor needed for those tasks Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks – Where required, ensure that those using RPE are face-fit tested. Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)			