

This is a generic risk assessment which identifies the common hazards and risks associated with returning to a work environment after a period of Covid-19 pandemic lockdown. **No part of this risk assessment or control measures it contains should contravene current government and HSE guidelines on transmission prevention and the current guidelines should be checked in conjunction with this risk assessment.** Before use, staff must also consider any additional risks that are specific to their particular visit, venue or group, along with any risks that might affect vulnerable staff or participants.

Assessment carried out by: Paul Harding

Venue: CSF and Nest

Assessment date: 29/05/2020

Signed:

Last Reviewed date: 24/09/2020

Reviewed signed:



Hazards	Risk	H/M/L risk	Who might be harmed?	Existing controls to be verified	Checked and in place	Further actions for additional controls for the risk	Date Actioned	Outcome H/M/L risk
Viral	Spread of Coronavirus (Covid -19)	M	Staff Visitors Cleaners Contractors Vulnerable groups, Elderly, Pregnant workers and those with existing underlying health conditions Programme Participants	Hand Washing <ul style="list-style-type: none"> Hand washing facilities with soap and water are in place. Stringent hand washing taking place. Gel sanitisers are in use in key areas 	Yes	Hand Washing Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also reminded 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.	29/05	L

						<p>Remind staff and visitors of public health advice.</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>		
				<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Arranged with Norwich City Football Club (NCFC) staff or The Nest staff</p> <p>Staff have been asked to increase cleaning of their own workstation to daily</p>	Yes	<p><u>Cleaning</u> - Review weekly in initial stages of return</p>	29/05	
				<p><u>Social Distancing</u></p> <p>Social Distancing – we have reduced the number of persons in any work area to comply with the current government guidelines</p>	Yes	<p><u>Social Distancing</u></p> <p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	29/05	

			<p>We have taken steps to review work schedules to include working from home. We have reduced the number of workers in the office at any one time.</p> <p>Conference calls are being used instead of face to face meetings.</p> <p>Staff have been encouraged to take sufficient rest breaks.</p> <p>In the CSF office the food preparation area shall be limited to one person at a time - food to be consumed in canteen or at desk</p> <p>In public areas such as The Nest, capacities have been reviewed in line with government guidance, traffic control and sneeze barriers in place.</p> <p>An ongoing review on the requirement for staff to be in the office will be led by Line Manager and the Operations team to be inline with government guidance.</p>		<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>		
			<p>PPE</p> <p>Current Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 is for environments outside our operation. In our setting individuals are asked to observe social distancing measures and practice</p>	Yes	<p>PPE</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	29/05	

			<p>good hand hygiene behaviour. We ask masks to be worn by the public when purchasing take away food and beverages at The Nest.</p>				
			<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will notify the Operations team immediately and maintain regular contact with staff members during this time</p> <p>If advised that a member of staff or public has developed Covid-19 and was recently on our premises, the Operations team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and take advice on any actions or precautions that should be taken.</p>	Yes	<p><u>Symptoms of Covid-19</u></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p>	29/05	
			<p><u>Drivers</u></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Education programmes to consider rearranging schedules to ensure scholars</p>	Yes		29/05	

			<p>can meet at training sites rather than be transported by the Foundation.</p> <p>Vehicles should be sterilised and cleaned after each use by the driver.</p>				
			<p><u>Mental Health</u></p> <p>Management promote mental health & wellbeing awareness to staff during the Covid-19 outbreak and will offer whatever support they can to help.</p>	Yes			29/05
			<p><u>Return to programme delivery</u></p> <p>All programme delivery is reviewed by programme leads to ensure they are able to follow current government guidelines on social distancing and that they can increase hygiene routines.</p> <p>For programmes where staff visit schools or other external venues, staff will ensure that the content of this risk assessment is the minimum standard and will liaise with facility managers to ensure they are able to follow their standards too. Any conflicts should be discussed with the CSF Compliance Manager immediately.</p>	Yes			29/05

			<p>Several programmes have been adapted to ensure delivery is inline with current government guidelines.</p> <p>Indoor programmes which are sporting and do not fall under education, work childcare or training have been suspended</p>				
			<p><u>External Nest Use</u></p> <p><u>General</u> - Children's residential bunk boxes are not in use for overnight stays.</p> <p>Third party 3G pitch bookers are provided with wipes to wipe down key areas after use.</p> <p>Changing rooms can be used but will be limited to use by one team (bubble) and only three participants at a time (The Nest bunk boxes can be four participants) and will disinfected after use.</p> <p>Shower facilities are still not to be used</p> <p>Capacities for work areas and bookable areas have been amended inline with government guidance</p> <p><u>Entrance</u> - the entrance to The Clubhouse will be controlled by the lead staff member for the booking from The Nest & the booking party. The two lead staff members will be responsible for signing each visitor in.</p>	Yes		02/09	

				<p><u>Exit</u> - there are two exits from The Clubhouse. Visitors shall leave the facility via the exit which relates to their booking, (e.g. an Engage Room booking will exit by the engage room conservatory door table by table, ensuring they sign out on their way out).</p> <p><u>Hand Sanitisers</u> - there are additional hand sanitisers positioned strategically around the facility.</p> <p>Perspex shields have been added to the Entrance Lobby Reception Desk and the Serving Hatch in the Dining Room for The Nest's staff and bookers safety.</p> <p><u>Signage</u> - signs have been added to guide, remind and advise visitors.</p> <p><u>Ventilation</u> - Windows in each area will be opened in the morning to encourage air flow. The Nest recommends windows to be open during bookings to maintain air flow.</p> <p><u>Paper towels</u> - have been supplied for the toilet facilities to prevent use of the hand dryers which may create aerosol in a confined space.</p>				
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