

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: 09/09/2022

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	<u>Hand Washing</u> <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	<u>Hand Washing</u> 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	29/05	L

						<p>available throughout the workplace.</p> <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		29/05	
				<p><u>Social Distancing</u></p> <p>Although legal social distancing requirements have been removed we have reduced the number of persons in any work</p>	Yes	<p><u>Social Distancing</u></p> <p>Checks will be carried out by line managers to ensure that the</p>	10/09	

			<p>area by increasing flexibility in our working practices.</p> <p>We have taken steps to review work schedules to include Duties from home. We have reduced the number of workers in the office at any one time.</p> <p>Staff have been encouraged to take sufficient rest breaks.</p> <p>In public areas such as The Nest, capacities have been reviewed in line with government guidance</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>necessary procedures are being followed.</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><u>PPE</u></p> <p>We ask our staff and members of the public to consider wearing a mask inside our facilities currently.</p>	Yes	<p><u>PPE</u></p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	10/09	
			<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</p>	Yes	<p><u>Symptoms of Covid-19</u></p> <p>Internal communication channels and cascading of messages through</p>	29/05	

				<p>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 as required.</p>		<p>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>		
				<p><u>Drivers</u></p> <p>Persons should try and avoid sharing vehicles or cabs.</p> <p>Education programmes are able to transport students as it is a requirement of provision, however all passengers should wear masks</p> <p>Vehicles should be sterilised and cleaned after each use by the driver.</p>	Yes		10/09	
				<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 any current guidelines</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> <p>Several programmes have been adapted to ensure delivery is inline with current government guidelines.</p>	Yes		10/09	
				<p><u>Vaccination and testing</u></p> <p>The Foundation has asked its staff to keep them informed regarding their vaccination status which allows us to better understand risks to our teams.</p>	Yes		09/01	

				<p>The Foundation will ensure that staff are given time out of their day to book vaccination appointments if required</p> <p>Staff are encouraged to test as required and several departments who are responsible for work in education settings are required to test twice a week and report results to the Operations team.</p> <p>Communications regarding positive test results are regularly sent to the team to ensure they know how to proceed if they believe they have or have come into contact with covid</p>				
				<p><u>External Use</u></p> <p>Residential stays - Residential bunk boxes are now able to be used for overnight stays.</p> <p>Bookers are reminded to check for symptoms before travel and not bring anyone showing any signs of Covid 19</p> <p>Rooms capacities are reviewed on a case by case basis .</p> <p>Bookers are encouraged to check each day that now covid symptoms are present with each person present</p> <p>There should be no swapping of accommodation or beds once this has been set</p>	Yes		09/01	

				<p>Toilets and key areas of the bunk box will be cleaned daily by a staff member or contractor in PPE</p> <p>Changing rooms can now be used but use should be minimal</p> <p>Capacities for work areas and bookable areas have been amended inline with government guidance</p> <p><u>Entrance & Exit</u> - these 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> <p><u>Hand Sanitisers</u> - there are additional hand sanitisers positioned strategically around the facility.</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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				<p><u>Challenge woods</u> Booking numbers will be limited if required by government guidelines and bookers are given specific times for use and asked to arrive and depart within 5 mins of these times</p> <p><u>Products provided by The Nest</u> - The Nest recommends bookers to bring their own equipment such as but not limited to: HDMI leads and clickers. The Nest encourages bookers to visit The Nest prior to an event to ensure their equipment is compatible.</p>				
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