



ENGLAND
GOLF



Likelihood	Consequences	Risk Rating
1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
2 – Unlikely	2 – Minor	5 – 9 Adequate
3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 – Catastrophic	


Task Description	CORONAVIRUS COVID-19 RETURN TO OFFICE BASED WORKING RISK ASSESSMENT FOR ENGLAND GOLF HEAD OFFICE	People Affected	Staff, Visitors, Members, Contractors Vulnerable persons: <ul style="list-style-type: none"> • Over 70's • Under 70's with long term underlying conditions e.g. Asthma, COPD • Pregnant women
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Hazards	Risk Rating L x C = R		Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			
Health Risk of Infection – COVID-19 Global Pandemic	4	3	12	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing was enforced before lockdown. • Posters, leaflets, and other materials are strategically placed around EG Head Office. • Vulnerable members of the staff were sent home before lockdown started 	<ul style="list-style-type: none"> • Reusable hand towels and tea towels in the kitchen have been removed and everything is to be dried with disposable paper towels • A care package will be issue to each EG Employee working at Head Office, including disposable gloves, hand sanitiser gel and disinfectant wipes. • Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • Gel sanitisers stations will be placed by identified trigger points. • All multifunction printers and shared office equipment will be used wearing disposable gloves. • Reminders will be set to prompt Employees to wash their hands on a regular basis for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Employees and Visitors to be 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 office. • Sneeze screens will be installed on desks place in shared areas at England Golf Head Office • Access control measures for kitchen, bathrooms and cloakroom will be in place an appropriately signs will be placed. One in one out • Pedal bins will be introduced for kitchen, bathrooms 	2	2	4

Hazards	Risk Rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
					<ul style="list-style-type: none"> One-way system will be in place in the back office when the staff has returned The daily cleaning provided by Woodhall Spa Golf Club Facilities team will need to increase from 3 hours to 4 hours daily except for weekends and bank holidays Signs with rules reminders will be placed strategically Staff break area to be closed until further notice. The use of existing tables and chairs will not be permitted until further notice. If a member of the staff or visitor becomes unwell with a new continuous cough or a high temperature in the office to be sent home and advised to follow the stay at home guidance. Staff will be asked to report any problems to the Receptionist, HR and/or the Office Manager/Executive PA. Deep Cleaning will be completed before Head Office reopens If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other premises such as domestic premises), the Senior Management Team's nominated person will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 			
Exposure to COVID-19 in Higher Risk Areas where larger groups of people may be	4	3	12	<p>Cleaning of the following risk areas takes place every evening.</p> <ul style="list-style-type: none"> Reception Open Plan office Meeting Rooms Toilets Individual Offices 	<ul style="list-style-type: none"> The frequency of cleaning and disinfecting objects will be increased for all 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. The registration book for staff and visitors has been removed and replaced for electronic contactless registration system Pedal bins will be introduced for kitchen and all bathrooms PPE Disposal Bins will be available by the front door. Specific procedures will take place to dispose PPE discarded items following the necessary steps 	2	2	4
Lack of Social Distancing with staff and Visitors when EG Head Office reopens.	3	2	6	<p>England Golf Head Office is currently closed due to lockdown with a very limited number of staff accessing the building.</p> <ul style="list-style-type: none"> Deliveries have been diverted back to the Golf Shop. 	<ul style="list-style-type: none"> Social Distancing - the number of persons in any work area will be reduced to comply with the 2-metre (6.5 foot) gap where possible but with a minimum distance of 1-metre+ with use of PPE advocated by the Public Health Agency 	2	2	4

Hazards	Risk Rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				<ul style="list-style-type: none"> Conference calls are currently used instead of face to face meetings. The Senior Management Team is actively promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and continue to offer whatever support they can to help all members of the staff. A reliable monitoring system is in place to track government announcements to help ensure current isolation, social distancing and home working arrangements remain current. 	<ul style="list-style-type: none"> A phased return plan will be followed in line with the Government requirements. Line Managers will need to agree work patterns with their teams ready for the time of return to head office to reduce number of workers in the office at any given time. Fixed teams will be introduced to ensure the same employees are in the office at any given time creating a work bubble. Conference calls & video link meetings will be used instead of face to face meetings, where possible Employees are required to not share vehicles for work purposes. All unnecessary travel will be cancelled. Signs and floor tapes to be place in all areas showing 2 metres separation Table to be placed in Reception by the front door for all deliveries and post to be place. All post handling must be completed with the use of disposable gloves Staff to be encouraged to use overflow car park is used to ensure a minimum of 2 metres distance is kept when accessing vehicles at the same time. 			
Risk of Contamination when using hot desks, sharing workstations and shared facilities	4	3	12	<ul style="list-style-type: none"> EG Head Office closure has stopped the contamination with no cases registered within the staff. 	<ul style="list-style-type: none"> Remote workers to refrain from visiting EG Head Office and avoid the use of hot desks. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Specific PPE Disposal Bin will be available on ground floor. Reception Lunch cover will be provided by diverting switchboard incoming calls to the nominated employee completing the lunch cover. Doorbell will be in place for the times when Reception desk is unmanned All kitchen appliances and other items to be suitably cleaned before and after every use by each user. 	2	2	4
Psychological risk to mental health during lockdown and impact on Staff Morale and psychological risk to mental health associated with a return to a "new normality"	4	3	12	<ul style="list-style-type: none"> The Senior Management Team is actively promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and continue to offer whatever support they can to help all members of the staff. Regular updates are communicated electronically to all employees by the Head of HR. 	<ul style="list-style-type: none"> Signpost to mental health organisations that can help Mental health post COVID-19 awareness Introduction of re-orientation or re-induction process for returning staff. Encouragement and support for every manager to have a one to one return meetings with every employee, where a key focus is on health, safety and well-being. Managers need to have a sensitive and open discussion with every individual and discuss any adjustments and/or ongoing support they may need to facilitate an effective return to 	2	2	4

Hazards	Risk Rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C			L	x	C
				<ul style="list-style-type: none"> Virtual Coffee Mornings Sessions are scheduled every Friday morning, including furloughed staff, to ensure inclusiveness and social interaction remains in place. Weekly staff newsletters are currently issued by HR 	the workplace. This is especially important for those who have been furloughed, and should cover topics such as changes in company services or procedures, specific customer queries or issues are being addressed, or changes in supply arrangements, as well as any changes to their work duties or tasks. Some staff require a phased return to their full role, or want to discuss a new working arrangement, especially if their domestic situation has changed because of the pandemic			
Second Peak Contamination Risk of contamination Employee and visitors if a second peak occurs	4	3	12	<ul style="list-style-type: none"> Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures. 	<ul style="list-style-type: none"> Line Managers will monitor staff's movements and actions to help ensure absolute compliance with new regimes A monitoring record will be in place to help England Golf to check and trace and also to aid the review of procedures post pandemic. Use technology to help negate the need for close, proximity working. Restrict movement to previously used "short cuts", thoroughfares, dedicated personnel to monitor employee movements during this period. Current arrangements will be kept until COVID-19 fully recedes. 	2	2	4

Assessors Name:	Jackie Egan-Wyer, Office Manager/Executive PA 	Date of Assessment:	First Risk Assessment: 21 st May 2020 Second Risk Assessment: 18 th June 2020
Approved by the Senior Management Team on:	Thursday 9 th July 2020	Date of Next Review:	Week Commencing 27 July 2020