



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	<b>CORONAVIRUS COVID-19</b> <b>RETURN TO OFFICE BASED WORKING</b> <b>RISK ASSESSMENT FOR ENGLAND GOLF HEAD OFFICE</b>	People Affected	<b>Staff, Visitors, Members, Contractors</b> <b>Vulnerable persons:</b> <ul style="list-style-type: none"> <li>• <b>Over 70's</b></li> <li>• <b>Under 70's with long term underlying conditions e.g. Asthma, COPD</b></li> <li>• <b>Pregnant women</b></li> </ul>
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Hazards	Risk Rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
<b>Health Risk of Infection – COVID-19 Global Pandemic</b>	4	3	<b>12</b>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing was enforced from day 1 of the pandemic.</li> <li>• Posters, leaflets, and other materials are strategically placed around EG Head Office.</li> <li>• Vulnerable members of the staff were sent home before lockdown started</li> </ul>	<ul style="list-style-type: none"> <li>• Reusable hand towels and tea towels in the kitchen have been removed and everything is to be dried with disposable paper towels</li> <li>• Care packages have been issued to each EG Employee, including disposable gloves, hand sanitiser gel and disinfectant wipes. EG will replenish packs upon request</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers stations have been placed by identified trigger points.</li> <li>• All multifunction printers and shared office equipment are thoroughly disinfected by each member of the staff, before and after every use.</li> <li>• Reminders have been 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.</li> <li>• Employees and Visitors continue 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.</li> <li>• Sneeze screens have been installed on desks place in shared areas at England Golf Head Office</li> <li>• Access control measures for kitchen, bathrooms and cloakroom are in place an appropriately signs have been placed. One in one out.</li> <li>• Pedal bins have been introduced for kitchen, bathrooms to avoid need of contact</li> </ul>	2	2	<b>4</b>

Hazards	Risk Rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C			L	x	C
					<ul style="list-style-type: none"> <li>One-way system is in place <b>in the back office</b> when the staff has returned</li> <li>The daily cleaning provided by Woodhall Spa Golf Club Facilities team has been increased daily except for weekends and bank holidays</li> <li>Signs with rules reminders have placed strategically</li> <li>Staff break area remains closed until further notice. The use of existing tables and chairs will not be permitted until further notice.</li> <li>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.</li> <li>Staff members are asked to report any problems to the Receptionist, HR and/or the Office Manager/Executive PA.</li> <li>Deep Cleaning has been completed before Head Office reopened</li> <li>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.</li> </ul>			
<b>Exposure to COVID-19 in Higher Risk Areas where larger groups of people may be</b>	4	3	<b>12</b>	<p>Cleaning of the following risk areas takes place every evening.</p> <ul style="list-style-type: none"> <li>Reception</li> <li>Open Plan office</li> <li>Meeting Rooms</li> <li>Toilets</li> <li>Individual Offices</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>The registration book for staff and visitors has been removed and replaced for electronic contactless registration system</li> <li>Pedal bins have been introduced for kitchen and all bathrooms</li> <li>PPE Disposal Bin is available by the front door. Specific procedures take place to dispose PPE discarded items following the necessary steps</li> </ul>	2	2	4
<b>Lack of Social Distancing with staff and Visitors</b>	3	2	<b>6</b>	<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"> <li>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-</li> </ul>	2	2	4

Hazards	Risk Rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x	C			L	x	C
			= R				= R	
<b>when EG Head Office reopens.</b>				<ul style="list-style-type: none"> <li>Deliveries have been diverted to the Golf Shop.</li> <li>Conference calls are currently used instead of face to face meetings.</li> <li>The Senior Management Team is actively promoting mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and continue to offer whatever support they can to help all members of the staff.</li> <li>A reliable monitoring system is in place to track government announcements to help ensure current isolation, social distancing and home working arrangements remain current.</li> </ul>	<ul style="list-style-type: none"> <li>metre+ with use of PPE advocated by the Public Health Agency</li> <li>A phased return plan will be followed in line with the Government requirements.</li> <li>Line Managers have agreed 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.</li> <li>Fixed teams will be introduced to ensure the same employees are in the office at any given time creating a work bubble.</li> <li>Conference calls &amp; video link meetings will be used instead of face to face meetings, where possible</li> <li>Employees are required to not share vehicles for work purposes.</li> <li>All unnecessary travel has been cancelled.</li> <li>Signs and floor tapes to be place in all areas showing 2 metres separation</li> <li>Table has been 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</li> <li>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.</li> </ul>			
<b>Risk of Contamination when using hot desks, sharing workstations and shared facilities</b>	4	3	12	<ul style="list-style-type: none"> <li>EG Head Office closure has stopped the contamination with only a few cases registered within the staff, all of which have occurred during lockdown, so no cross contamination has taken place.</li> </ul>	<ul style="list-style-type: none"> <li>Remote workers are currently refraining from visiting EG Head Office and avoid the use of hot desks.</li> <li>Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Specific PPE Disposal Bin is available on ground floor.</li> <li>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</li> <li>All kitchen appliances and other items are suitably cleaned <b>before and after every use by each user.</b></li> <li>All members of staff's temperature is measured upon arrival at work</li> <li>Contractors and Visitors' access is restricted to urgent requirements.</li> </ul>	2	2	4
<b>Psychological risk to mental health during lockdown and impact on Staff Morale and psychological risk to</b>	4	3	12	<ul style="list-style-type: none"> <li>The Senior Management Team is actively promoting mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and continue to offer whatever</li> </ul>	<ul style="list-style-type: none"> <li>Signpost to mental health organisations have been published via intranet, which can help Mental health post COVID-19 awareness.</li> <li>Introduction of re-orientation or re-induction process for returning staff.</li> </ul>	2	2	4

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<b>mental health associated with a return to a "new normality"</b>				<p>support they can to help all members of the staff.</p> <ul style="list-style-type: none"> <li>Regular updates are communicated electronically to all employees by the Head of HR.</li> <li>Monthly staff meetings (virtual) have been scheduled, to ensure inclusiveness and social interaction remains in place.</li> <li>Weekly staff newsletters are currently issued by HR</li> </ul>	<ul style="list-style-type: none"> <li>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 the workplace, covering 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</li> </ul>			
<b>Third Peak Contamination</b> Risk of contamination Employee and visitors if a Third peak occurs	4	3	12	<ul style="list-style-type: none"> <li>Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Line Managers will monitor staff's movements and actions to help ensure absolute compliance with new regimes</li> <li>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.</li> <li>Use technology to help negate the need for close, proximity working.</li> <li>Restrict movement to previously used "short cuts", thoroughfares, dedicated personnel to monitor employee movements during this period.</li> <li>Current arrangements will be kept until COVID-19 fully recedes.</li> </ul>	2	2	4

<b>Assessors Name:</b>	Jackie Egan-Wyer, Office Manager/Executive PA 	<b>Date of Assessment:</b>	Initial Risk Assessment: 21 <sup>st</sup> May 2020 First Review: 18 <sup>th</sup> Jun 2020 Second Review: 6 <sup>th</sup> Aug 2020 Third Review: 7 <sup>th</sup> Oct 2020 Fourth Review: 8 <sup>th</sup> Dec 2020 Fifth Review: 18 <sup>th</sup> Feb 2021 Sixth Review: 16 April 2021
<b>Approved by the Senior Management Team on:</b>	Initially: Thursday 9 <sup>th</sup> July 2020	<b>Date of Next Review:</b>	17 May 2021