



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		
Health Risk of Infection – COVID-19 Global Pandemic	4	3	12	<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.</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>• Pedal bins have been introduced for bathrooms to avoid need of hand contact.</li> <li>• Sensor Bins have been placed in the kitchen and disabled toilet to avoid need of hand contact.</li> <li>• The daily cleaning provided by Woodhall Spa Golf Club Facilities team has been increased to daily except for weekends and bank holidays.</li> </ul>	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"> <li>Staff break area is now reopen but staff are asked to use their common sense to keep necessary distance.</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 COVID-19 related concerns to HR.</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	12	<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>Loft</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. Staff are required to self-certify upon entry that they do not have COVID-19 symptoms.</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>Risk of Contamination when using hot desks, sharing workstations and shared facilities</b>	4	3	12	<p>EG is promoting a clear-desk policy as well as providing sanitising care packages to ensure proper hygiene standards are maintained.</p>	<ul style="list-style-type: none"> <li>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 is 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>Contractors and Visitors' access is regulated by designated host.</li> </ul>	2	2	4
<b>Psychological risk to mental health associated with a return to the Office</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>Clear procedures document is being published to all members of the staff.</li> <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</li> </ul>	2	2	4

Hazards	Risk Rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
	L	C	R			L	C	R
				<p>support they can to help all members of the staff.</p> <ul style="list-style-type: none"> <li>Regular updates are communicated via the Staff Newsletter, every two weeks.</li> <li>Staff are encouraged to contact Health Assured for impartial and fully confidential support if needed.</li> </ul>	<p>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</p>			
<p><b>Peak Contamination</b> Risk of contamination Employee and visitors if a peak occurs</p>	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>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>Current arrangements will be kept until government guidelines are reviewed again.</li> </ul>	2	2	4

<p><b>Assessors Name:</b></p>	<p>Mary-Anne Price HR Director</p> 	<p>Jackie Egan-Wyer, Office Manager/Executive PA</p> 	<p><b>Date of Assessment:</b></p>	<p>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: 17 April 2021 Seventh Review: 15 July 2021</p>
<p><b>Approved by the Senior Management Team on:</b></p>	<p>Initially: Thursday 9<sup>th</sup> July 2020</p>		<p><b>Date of Next Review:</b></p>	<p>31 August 2021</p>