

What are the hazards?	Who might be harmed?	Control measures already in place:	ADDITIONAL control measures to be implemented:	ACTION BY WHO:	ACTION BY WHEN:	DONE ?
Spread of COVID-19 caused by Coronaviruses	Office staff	REGULAR HAND WASHING Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance.	Increased signage implemented to educate and promote regular hand washing.	CH	22/05/20	
	Any other admin staff	See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Hand sanitiser/soap stations in all rooms as well as dispensers fixed on to walls in communal areas.	CH	22/05/20	
	On site visitors	Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/	Increased volume of paper towels for hand drying in all facilities.	CH	22/05/20	
	Contractors					
	Cleaners/ops staff					
	Any other stakeholders who may visit site					
		SOCIAL DISTANCING MEASURES Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus	Daily work schedules to be reviewed: encourage working from home where possible; stagger start times; stagger break times; utilise multiple rooms in the stadium to accommodate employees and encourage social distancing;	Management ..	Ongoing	

		<p>Separation/spreading out of staff: outdoor working to assist in staff social distancing and avoiding unnecessary contact / indoor working – utilising all areas of the site and working as part of small teams to find work spaces that are appropriate for social distancing measures to be enforced successfully</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>including utilising spaces vacated by members of staff at home;</p> <p>Redesigning current processes to incorporate new ways of working to encourage social distancing – if social distancing rules cannot be followed, activities will be reassessed as to whether they can be safely completed.</p> <p>Implementation of increased social distancing signage located all around the stadium.</p> <p>New equipment to be purchased and new measures implemented where necessary, including and not limited to: plexi-glass screens, hazard tape indicating 2m distances & one-way flow systems, screens and barriers. All measures to be considered for all aspects of the business: communal areas, customer facing areas, work spaces, entrances & exits,</p> <p>Meetings preferably to be conducted on a software based client (Zoom, Teams etc) to avoid unnecessary social contact, any meetings conducted in person are to be conducted in a room where</p>	<p>Management</p> <p>CH</p> <p>CH</p> <p>Management</p>	<p>Ongoing</p> <p>26/05/20</p> <p>Ongoing</p> <p>Ongoing</p>	
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			social distancing measures can be observed successfully with good ventilation.			
			Safe outdoor break spaces for employees and encourage to bring own food and cutlery.	CH	26/05/20	
			Introduce maximum occupancy rules in: lift spaces; office, reception, hospitality suites, boxes,	Management	Ongoing	
			Encourage staff to remain on site, when not possible, maintain social distancing rules	Management	Ongoing	
			Designated locker/changing facilities where required.	Management	29/05/20	
		<i>SYMPTOMS OF COVID-19:</i> 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/self-isolating measures.	Temperature checks where necessary.	BD	Ongoing	
			Health questionnaires conducted.	BD	Ongoing	
		If advised that a member of staff or public has developed COVID-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people	Internal communication channels/cascade list to be implemented to support employees in fast changing situation.	CH	29/05/20	

	<p>who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>				
	<p>CLEANING Frequency of cleaning increased with implementation of detailed AM and PM cleaning schedules tailored to each environment.</p> <p>Cleaning products stocked, but not limited to: spray disinfectant, anti-bacterial wipes, window cleaner, floor cleaner, bathroom & toilet cleaner,</p> <p>Enhanced cleaning procedures in the mornings and end of day.</p>	<p>Frequency of cleaning increased with implementation of AM and PM cleaning schedules.</p> <p>Cleaning equipment inventories maintained with stock replenished and distributed.</p> <p>Increased number of waste facilities and more frequent waste collections.</p> <p>Enhanced cleaning for busy areas.</p> <p>Cleaning of incoming goods/deliveries.</p> <p>Cleaning of personal and business vehicles.</p>	<p>CH</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>CH</p> <p>Management</p>	<p>15/05/20</p> <p>Ongoing</p> <p>15/05/20</p> <p>15/05/20</p> <p>15/05/20</p> <p>Ongoing</p>	<p>CH</p> <p></p> <p>CH</p> <p>CH</p> <p>CH</p> <p></p>

		<p>PPE/RPE</p> <p>PPE inventory to include, but not limited to: disposable gloves, face masks, aprons, goggles. These will be made available to all staff free of charge. PPE will be used as an added measure of protection after the re-enforcement of social distancing measures, regular hand washing and implementation of policies that encourage these practices.</p> <p>PPE table assessed and monitored to determine types of PPE required for different staff/stakeholders.</p>	<p>PPE/RPE to be distributed to any staff/stakeholder where required, with the following advice to be given: <i>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it; when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands; change your face covering if it becomes damp or if you've touched it; continue to wash your hands regularly; change and wash your face covering daily; if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste; practise social distancing wherever possible.</i></p>	CH	15/05/20	CH
			<p>Implementation of PPE/RPE stock inventories to monitor stock levels on an ongoing, regular basis – for ease of maintaining appropriate stock levels and in accordance with advice from the UK Government.</p>	CH	15/05/20	CH

		<p>WORKING ON SITE</p> <p>Avoid hotdesking to minimise the spread of Covid-19</p> <p>Staff to stick to individual working stations that are regularly cleaned/sanitised by individual members of staff as well as housekeeping team</p> <p>Ensure sufficient rest breaks are in place for staff</p> <p>Equal, fair, non-discriminatory and consistent treatment of all employees, on site or working from home.</p> <p>Access cards to be used.</p> <p>Clear desk policy.</p> <p>Continued maintenance and remedial works to all plant and equipment where appropriate.</p>	<p>Appropriate disposal procedures of PPE/RPE</p> <p>Monitoring of mental and physical health of all staff as well as general welfare, working from home and on-site working. * considering approaches made during mental/physical wellbeing in risk assessment.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>Provisions made for staff working from home, including and not limited to: remote access to work systems, laptops.</p>	<p>CH</p> <p>CH</p> <p>Management</p> <p>Management</p>	<p>22/05/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
		<p>WORKING FROM HOME</p>				

		<p>Staff should work from home where possible and this is an ongoing assessment being made by Worcestershire County Cricket Club, in regular contact with its employees.</p> <p>Plans in place for a minimum number of operational staff on site for safe operations in order to keep staff at home where possible.</p> <p>SITE MANAGEMENT/ CONTRACTORS</p> <p>Clear guidance provided to external contractors to stick to social distancing rules if required on site.</p> <p>Minimise number of staff interacting with external contractors (1 ONLY where possible).</p> <p>Sanitisation of all areas where contact has been made.</p> <p>Social distancing measures.</p> <p>Personal sanitisation and regular hand washing.</p> <p>Minimise number of contractors attending site to ESSENTIAL WORKS ONLY.</p> <p>Continued facilities management including maintenance works on plant and equipment.</p>	<p>Increased signage implemented in all buildings.</p> <p>Review entrance/exit routes for on site contractors.</p> <p>Regularly updated maintenance schedule to monitor</p>	<p>CH</p> <p>CH</p> <p>CH</p>	<p>22/05/20</p> <p>22/05/20</p> <p>26/05/20</p>	
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