

## **Covid-19 Workplace Risk Assessment** (updated 01/05/2021)

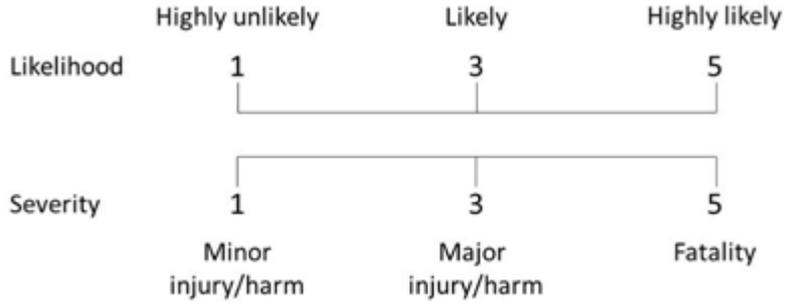
Author – Rob Richtering

Reviewed by – Adrian Mathie

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<b>1</b>	<b>Introduction</b>
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	This document is a template COVID-19 Risk Assessment for Workplaces and is being used by Scarborough Cricket Club for their workplaces, as per guidance provided by the UK Government, specifically:																																				
	<ul style="list-style-type: none"> <li>Working safely during coronavirus (COVID-19) – Offices and contact centres  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> </ul>																																				
	The process used was to carry out a review of the current facility provision and quantify risk, and then to assess risk with control measures in place.																																				
<b>2</b>	<b>Developing a Risk Assessment &amp; Mitigation Plan</b>																																				
	It is Scarborough Cricket Club’s responsibility to prepare a Risk Assessment and Mitigation Plan for our venue in accordance with government legislation, relevant guidance and existing organisation/venue operational risk assessments and procedures.																																				
	The plan includes a quantitative assessment using a standard risk rating = severity x likelihood scoring as follows:																																				
	Risk ratings are calculated by considering the likelihood of an event occurring (on a scale of 1 to 5, see Figure 1) along with the severity of the potential consequence should an accident occur (also on a scale of 1 to 5, see Figure 1). After considering control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk. This can then be interpreted as high (red), medium (amber) or low (green) risk in the matrix shown in Figure 2.																																				
																																					
	<b>Figure 1 Likelihood and Severity Scales</b>																																				
	<table border="1" data-bbox="630 1131 1264 1444"> <tr> <td></td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>Likelihood</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td></td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td></td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="4" style="text-align: center;">Severity</td> </tr> </table>		5	10	15	20	25	Likelihood	4	8	12	16	20		3	6	9	12	15		2	4	6	8	10		1	2	3	4	5			Severity			
	5	10	15	20	25																																
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	2	4	6	8	10																																
	1	2	3	4	5																																
		Severity																																			
	<b>Figure 2 Interpretation of risk rating (Risk = Severity x Likelihood). Red is high risk, Amber is medium risk, Green is low risk</b>																																				
	If you have identified a hazard, put controls in place to reduce the likelihood and have assessed the risk rating you can use the matrix as follows:																																				

Risk is categorised as LOW (green):

Proceed with caution look to reduce further if practicable.

Risk has been categorised as MEDIUM (amber):

Begin to plan further actions to reduce the risk immediately.

Risk has been categorised as HIGH (red):

Do not proceed with the activity. Immediate action is required to reduce the risk, if this cannot be reduced, do not proceed with the activity.

<b>3</b>	<b>Risk Assessments</b>
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3.1	COVID Specific Assessments
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<b>Organisation:</b>	Scarborough Cricket Club
<b>Venue Address:</b>	118 North Marine Road, Scarborough, YO12 7TJ
<b>Assessment prepared by:</b>	Rob Richtering – CEO Scarborough CC (on 30/04/2021)
<b>Assessment reviewed by:</b>	Adrian Mathie – AMS Events (on 03/05/2021)

\*RAG Rating is determined as per the method in Section 2 (see Figure 2).

<b>1</b>	<b>Communicating Risk &amp; Consent</b>			
<b>Hazards identified</b>	Transmission of COVID-19			
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they encounter.			
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>	<b>Date Required</b>	<b>Date in Place</b>
	A nominated member of staff at each office venue will act as COVID-19 Liaison and be made the point of contact for any COVID-19 concerns.	Rob Richtering	3 May 2021	w/c 3 May 2021
	Ensure a protocol is communicated for reporting COVID-19 related concerns. These should be addressed by workers and employees in the first instance.	Staff updated during face-to-face meeting. Other personnel to be communicated for any COVID-19 updates by RR.  Regular Covid meetings to be held.	3 May 2021	w/c 3 May 2021
	A briefing is to be given to each person entering the workplace on the risks identified in this assessment and their duties in carrying out the mitigation plan and associated actions.	Documentation shared	2021	2021
	A documented process must be in place to record staff awareness of the risks.	Documentation shared	2021	2021
	Conduct relevant staff training where required.	Continual discussions	April 2021	April 2021
	Ensure there is relevant guidance signage displayed throughout	Signage and sanitising stations etc to be implemented across entry	April 2021	April 2021

	areas being used including lobbies, corridors and stairwells.	areas, offices and washroom facilities.  The governments notices displayed in relevant areas accordingly.				
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	2	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	2	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing to meet changes in and variations as directed by central government.					

<b>2</b>	<b>Identifying COVID-19 Vulnerable Persons</b>
<b>Hazards identified</b>	Transmission of COVID-19

<b>Who is at risk and how?</b>	Members of staff or members of their household that are considered Clinically 'Vulnerable' or 'Extremely Vulnerable' as defined by: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>					
	Contraction of serious illness, potential death. Potential risk of passing virus to vulnerable others who they come into contact with.					
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>		<b>Date Required</b>	<b>Date in Place</b>	
	A process for identifying clinically vulnerable or extremely vulnerable persons.	Staff made aware.		April 2021 onwards	April 2021	
	Communicate to those who are deemed vulnerable or are in a household with vulnerable individuals.					
	Staff deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to the workplace outside of the home.					
<b>Hazard severity score (H from 1-5)</b>	2	<b>Likelihood Score (L from 1-5)</b>	1	<b>Risk Calculation (H x L)</b>	3	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
<b>Hazard severity score (H from 1-5)</b>	2	<b>Likelihood Score (L from 1-5)</b>	1	<b>Risk Calculation (H x L)</b>	3	 RAG rating*
<b>Who will lead on Stage 1 delivery?</b>	Rob Richtering					
<b>When do the Stage 1 mitigations need to be in place?</b>	April 2021 – staff returning to work from furlough		<b>When were they put in place?</b>	Throughout April		
<b>When should the mitigation plan be reviewed?</b>	Ongoing					

<b>3</b>	<b>Regular COVID-19 Screening</b>
<b>Hazards identified</b>	Transmission of COVID-19

<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place		
	Ensure you have adequate screening provision for COVID-19 symptoms upon entry to the venue.	If someone who cannot work from home, feels ill before traveling to NMR, they have been strongly advised that they are not to attend site.	April 2021 onwards	April 2021		
	Staff must not enter the workplace if they are displaying COVID symptoms, they are currently isolating due to displaying symptoms or a member of their household displaying symptoms	Continue to remind staff  SCC have introduced the NHS trace and trace system. This requires a member of staff to scan a QR code using the NHS COVID-19 app before entering a building.	April 2021 onwards	April 2021		
	Identification of other processes required (e.g. temperature checks upon entry)	If someone who cannot work from home feels ill before traveling to NMR, they have been strongly advised that they are not to attend site	April 2021 onwards	April 2021		
	Ensure relevant guidance signage is displayed throughout areas being used.	Staff aware	April 2021 onwards	April 2021		
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing					

<b>4</b>	<b>Onsite Symptomatic Staff</b>
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<b>Hazards identified</b>	Transmission of COVID-19					
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place		
	Ensure you have a protocol, in line with government guidelines, in place for staff members who may become symptomatic whilst in the workplace. This should consider isolation location, action plan and cleaning plan.	Confine symptomatic persons to first aid room and seek further advice from the Club Doctor / NHS 111. Arrange the symptomatic person to leave site via best way possible: via their own private transport, someone from the same household collects them, ambulance if it is an urgent situation. Once the symptomatic person has vacated site, deep clean any potentially infected areas and review all safety measures currently in place. All of the above should be mitigated by advising staff not to attend site if they feel unwell before travelling.	April 2021 onwards	April 2021		
	Ensure you have relevant guidance signage to be displayed throughout areas being used.	Ensure staff aware.  QR codes displayed at relevant entry points	April 2021 onwards	April 2021		
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?	Throughout April		
When should the mitigation plan be reviewed?	Ongoing					

<b>5</b>	<b>Returning COVID-19 Cases</b>
<b>Hazards identified</b>	Transmission of COVID-19

<b>Who is at risk and how?</b>		All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.				
Required Control Measures	Requirement	Observations on Date of Assessment			Date Required	Date in Place
	A protocol for staff members who may be returning to the workplace from isolation will be produced and be compliant with Government Guidance.	See: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>			April 2021 onwards	April 2021
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?		Throughout April	
When should the mitigation plan be reviewed?	Ongoing					

<b>6</b>	<b>PPE</b>
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<b>Hazards identified</b>	Transmission of COVID-19			
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.			
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>	<b>Date Required</b>	<b>Date in Place</b>
	Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside of a clinical setting.	Manage the office occupancy levels until social distancing measures and lockdown measures are reduced significantly. SCC will follow the government guidelines and proactively encourage their adherence as times and guidance changes.	April 2021 onwards	April 2021
	<p>Face coverings are mandatory in communal indoor areas and staff to be reminded of the following:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>• Change your face covering if it becomes damp or if you've touched it</li> <li>• Practise social distancing wherever possible</li> </ul>	<p>Disseminate information to all staff. Those returning from furlough are strongly encouraged to work from home unless they physically cannot complete their task from home.</p> <p>At this stage social distancing measures can be met without the use of face coverings.</p>	April 2021 onwards	April 2021
	Ensure an adequate supply of cleaning materials and hand sanitiser.	Monitor stocks	April 2021 onwards	April 2021
	Ensure relevant guidance signage to be displayed	Staff aware	April 2021 onwards	April 2021

	throughout areas being used					
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?		Throughout April	
When should the mitigation plan be reviewed?	Ongoing					

<b>7</b>	<b>Social Distancing</b>
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<b>Hazards identified</b>	Transmission of COVID-19					
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>		<b>Date Required</b>	<b>Date in Place</b>	
	Working from home should be the first option for staff. Where this is not possible, workers should make every reasonable effort to comply with the social distancing guidelines set by the government	Working from home is the first and preferred option unless someone physically cannot complete their role from home.  Maximum occupancy levels for all buildings to be calculated and circulated to the lead person of each office for them to take responsibility for.		April 2021 onwards	April 2021	
	Ensure compliance with government guidelines on social distancing can be met by all staff involved in all areas in which they will be accessing.	Government guidelines used as a frequent resource of information.  Social distancing guidance can be met without the need to desk screens or barriers.				
	Use screens or barriers to separate people from each other if practicable.					
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?	Throughout April		
When should the mitigation plan be reviewed?	Ongoing					

<b>8</b>	<b>Minimising Injury/Illness Risk and NHS Burden</b>
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<b>Hazards identified</b>	Transmission of COVID-19					
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>	<b>Date Required</b>	<b>Date in Place</b>		
	Ensuring working locations, tasks and staffing choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.	Staff made aware	April 2021 onwards	April 2021		
	Ensure lone working policies are adhered to and implemented where lone working is taking place.					
	Consult with staff the importance of not carrying out high risk tasks where safe systems of work require close proximity working.					
	Ensure emergency plans are up to date, communicated and made available to all staff entering the workplace.					
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing					

<b>9</b>	<b>Cleaning</b>			
<b>Hazards identified</b>	Transmission of COVID-19			
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.			
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>	<b>Date Required</b>	<b>Date in Place</b>
	Refer to current government guidance for non-hospital facilities cleaning.	Government guidance reviewed and to be implemented as practically possible to do so. Minimal staff to use any office spaces on an irregular basis until further notice.  Cleaning regime to occur before any return to work and as required thereafter. The cleaning operatives will work individually, or in small teams, and keep their distance from office staff as well as each other.  If any member of the cleaning team shows any signs of Coronavirus they will either not attend or be removed immediately.  Cleaning company adhere to own risk assessment.	April 2021 onwards	April 2021
	Ensure you have protocol in place for the ongoing cleaning of common contact points.			
	Ensure an adequate supply of cleaning materials and hand sanitiser.			
	Consider the operational protocols, cleaning materials, PPE, waste management and signage required to enact plans			
	Ensure that all areas that will be in use by staff are identified ahead of access and that these areas are deep cleaned ahead of use as per the government guidance for post-COVID case non-hospital facilities cleaning as a minimum.			
	Ensure an adequate supply of cleaning materials and hand sanitiser.			
	Ensure cleaning staff are adequately trained and training is delivered if necessary			
Ensure an adequate supply of the appropriate PPE required for deep cleaning and general cleaning.				

Risk rating on day of assessment						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?		Throughout April	
When should the mitigation plan be reviewed?	Ongoing					

<b>10</b>	<b>Ground Access</b>
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<b>Hazards identified</b>	Transmission of COVID-19					
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place		
	The organisation should take reasonable steps to ensure only approved staff required to support the operation enter the workplace. This should be in keeping with all applicable rules, including relevant Health and Safety requirements and Fire Regulations.	Ensure greater control of main gate at relevant periods.  Staff to wear identification lanyards.	April 2021 onwards	April 2021		
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing and when contractors on site					

<b>11</b>	<b>Ventilation</b>
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<b>Hazards identified</b>	Transmission of COVID-19					
<b>Who is at risk and how?</b>	All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.					
<b>Required Control Measures</b>	<b>Requirement</b>	<b>Observations on Date of Assessment</b>		<b>Date Required</b>	<b>Date in Place</b>	
	Consider carefully which indoor spaces will be in use and how ventilation is important to reduce the spread of disease, you should risk assess transmission risk in the context of air conditioning / comfort systems.	Ensure buildings are fully ventilated..		April 2021 onwards	April 2021	
	Any areas lacking sufficient ventilation should not be used (natural or mechanical).					
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?	Throughout April		
When should the mitigation plan be reviewed?	Ongoing and when contractors on site					

<b>12</b>	<b>Visitor, Contractor and Delivery Management</b>
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<b>Hazards identified</b>		Transmission of COVID-19				
<b>Who is at risk and how?</b>		All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.				
Required Control Measures	Requirement	Observations on Date of Assessment			Date Required	Date in Place
	Communicate to all potential visitors and contractors that virtual meetings / visits are preferred where possible.	Staff fully aware and will liaise with visitors and contractors etc			April 2021 onwards	April 2021
	Brief all visitors on the site-specific guidance on social distancing and hygiene on or before arrival.	Visitors to be made aware				
	Maintain a record of all visitors to the workplace.	Visitor books in General Office & Pavilion. All staff aware of importance. SCC have implemented the government led QR code sign in app.				
	Ensure delivery personnel follow stringent social distancing procedures or stay in their vehicle where possible. Ensure drivers access to welfare facilities when required.	See <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> .				
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing and when contractors on site					

13		Mental Wellbeing of Working from Home Staff				
Hazards identified		Transmission of COVID-19				
Who is at risk and how?		All staff, their households, and others. Contraction of serious illness, potential death. Potential risk of passing virus to others who they come into contact with.				
Required Control Measures	Requirement	Observations on Date of Assessment		Date Required	Date in Place	
	Implement staying in touch procedures to stay in contact with staff and encourage contact between staff.	Staff to stay in touch where relevant		April 2021 onwards	April 2021	
	Ensure those working from home have everything they require to perform their tasks.	SCC to understand further working from home requirements following consultation with employees after they have returned to work.				
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough		When were they put in place?	Throughout April		
When should the mitigation plan be reviewed?	Ongoing and when contractors on site					

14	<b>Lone Working</b>
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<b>Hazards identified</b>	Serious injury, death					
<b>Who is at risk and how?</b>	Staff lone working					
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place		
	Ensure, so far as is reasonably practicable, that staff and others who are required to work alone or unsupervised for significant periods of time are protected from risk to their health and safety.	Minimal amount of staff work alone and there are relevant safety measures in place across all departments.	April 2021 onwards	April 2021		
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing					

<b>15</b>	<b>Fire</b>
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<b>Hazards identified</b>	Serious injury, death					
<b>Who is at risk and how?</b>	Staff lone working					
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place		
	Fire safety legislation including policies, risk assessments and operating procedures still apply in any operation of the building, regardless of occupancy rates and COVID measures.	Existing fire risk assessment remains valid and all control measures remain in place. No additional risk identified considering COVID-19.	April 2021 onwards	April 2021		
<b>Risk rating on day of assessment</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
<b>Stage 1 Assessment (Control Measures in Place)</b>						
Hazard severity score (H from 1-5)	4	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	4	 RAG rating*
Who will lead on Stage 1 delivery?	Rob Richtering					
When do the Stage 1 mitigations need to be in place?	April 2021 – staff returning to work from furlough	When were they put in place?	Throughout April			
When should the mitigation plan be reviewed?	Ongoing and when contractors on site					