

# Hunts FA



## Covid-19 Workplace Risk Assessment

### Introduction

These Risk Assessments have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* to identify the significant hazards presented during the Covid-19 outbreak and to describe how the risks will be controlled.

This document is an over-arching accompaniment to the activity specific risk assessments in place for usual working practices. It is based on guidance from the Government and Health & Safety Executive, with the main focus on maintaining social distancing.

The process of risk assessment is on-going, with dynamic assessments being conducted by competent staff. It is possible that the assessments in this document may be amended or augmented as new risks are identified or more refined control systems developed.

This risk assessment does not include measures for those who are 'vulnerable' or 'shielding others' as these staff should work from home.

### Risk Rating

Each assessment identifies two risk ratings; the initial risk which assesses the hazard without any design, engineering or management controls in place.

The residual rating gives an indication of the resulting level of danger once all the controls identified have been implemented. This is aligned to the FA's Risk Assessment Process and details how Govt. guidance will be implemented.

The risk rating has been drawn from the following table:

Likelihood (L)	1 – Very Unlikely	2 - Unlikely	3 – May Occur	4 - Likely	5 – Very Likely	6 – Will Occur
Severity (S)	1 – Very Minor Injury	2 – Minor Injury	3 – Lost Time	4 – Major Injury	5 - Fatality	6 – Multiple Fatalities
Risk Factor (LxS)	0-6 = LOW No Action Required		7-17 = MEDIUM Some Action Required		18-36 = HIGH Immediate Action & Further Controls Required	

<b>Risk Assessed by: Role:</b>	Andy Coles Senior Football Development Officer	<b>Date:</b>	12/10/2020
<b>For Distribution:</b>	Appropriate arrangements are in place to communicate the risk assessment findings and to co-ordinate the safety arrangements of all those affected including: Directors, council members, staff, visitors, volunteers and contractors.		

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Last updated: 12/10/20 – Review Date: As Government Guidance changes

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Task or Activity:	<b>Coming to Work and Leaving Work</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Visitors		
Initial Risk Rating:	3x3 = 9	Medium	

#### **Existing Controls:**

Anyone feeling unwell or has a member of their household with Covid-19 symptoms are not to come to the Hunts FA Headquarters.

Staff Self-Screening Check List prior to work to be completed by Hunts FA Covid-19 officer, and Line manager, overseen by the Company Secretary.

Each staff member should self-screen prior to arrival to ensure they do not have any of the following symptoms as these are potential indicators of Covid-19 infection.

- A high temperature (above 37.8oC).
- A new continuous cough.
- Shortness of breath.
- A sore throat.
- Loss of or change in normal sense of taste or smell.
- Feeling generally unwell.
- Persistent tiredness.
- Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.

Track and Trace to be completed on arrival using an QR code or email [info@HuntsFA.com](mailto:info@HuntsFA.com) Name, Number and date of visit.

Staff – Face Masks/Coverings to be worn on arrival and in proximity of visitors.

Visitors – Face Masks/Coverings to be worn whilst in the Hunts FA Headquarters.

#### **Personal Car/Company vehicle:**

- Share the transport with the same staff members each time.
- Keep to small groups of staff members at any one time.
- Open windows for ventilation.
- Staff are to face away from each other.
- Clean the vehicle between journeys using standard cleaning products - including door handles and other areas that staff may touch.
- Driver and passengers to **wear a face mask/covering**.
- Consider seating arrangements to maximise distance between people in the vehicle.
- Limit the time spent at garages, petrol stations and motorway services.
- Keep distance from other people and if possible, pay by contactless.
- Wash hands for at least 20 seconds or sanitise hands often, and always when exiting or re-entering the vehicle.

#### **Cycle Racks:**

- Bicycles can be locked securely along the front entrance rail of Hunts FA Headquarters. Staff/visitors to sanitise hands as soon as possible after locking or unlocking their bicycle from the rail.

**Public Transport:**

- Staff using public transport are to should adhere to the requirement of 1.5-2m social distancing.
- Staff should wear face masks/coverings.

**Further Action Required:**

- Staff/visitors are to only bring essential items to Hunts FA Headquarters.
- Staff/visitors are to sanitise their hands upon arrival.
- Staff are to be reminded of Covid-19 office related guidance prior to arriving at Hunts FA Headquarters.
- Line managers are to be aware of any staff working at Hunts FA Headquarters and the reason.
- Regular reminders of Covid-19 related control measures are in place with posters being displayed throughout Hunts FA Headquarters.

Residual Risk Rating:

1x3=3

**LOW**

Task or Activity:	<b>Moving Around Buildings &amp; Sites</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Contractors / Visitors / Directors / Volunteers		
Initial Risk Rating:	3x3=9	Medium	
<b>Existing Controls:</b>			
Staff/visitors are encouraged to keep movement around Hunts FA Headquarters to a minimum.			
<b>Stairlifts:</b>			
<ul style="list-style-type: none"> <li>• Staff/visitors are to wait at the bottom or top of the stairs and socially distancing when a person is on the stairlift. No one to use stairs until person has completed their journey up or down the stairs.</li> <li>• Staff/visitor are to use hand-sanitiser after touching the lift controls.</li> </ul>			
<b>Staircases:</b>			
<ul style="list-style-type: none"> <li>• Staff/visitors are to wait at the bottom or top of the stairs and social distancing if they observe other Staff/visitors already traveling up or down the stairs.</li> <li>• Staff/visitors are to use hand-sanitiser after touching hand-rails/ bannisters.</li> </ul>			
<b>Corridors:</b>			
<ul style="list-style-type: none"> <li>• Social distancing of 1.5-2m should be maintained when using the County FA Headquarters corridors.</li> <li>• The touching of door handles should be kept to a minimum.– Door stop wedges are not to be used to limit touching doors.</li> <li>• One-way systems and directional signage are in place.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Workplaces and Workstations</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff		
Initial Risk Rating:	3x3=9	Medium	
<b>Workstations:</b>			
<ul style="list-style-type: none"> <li>Hot desking will be avoided.</li> <li>A clear desk policy is in place – Mondays.</li> <li>Staff are provided with cleaning fluid and cloth to clean their workstations.</li> <li>Staff will use their personal workstations.</li> <li>Workstation equipment, such as staplers, will not be shared.</li> <li>Desk equipment / Technology to be regularly sanitised throughout the day.</li> <li>Compliance with Covid-19 posters within Hunts FA Headquarters.</li> </ul>			
<b>Mobile Phones</b>			
<ul style="list-style-type: none"> <li>Mobile phones are to be cleaned regularly with disinfectant wipes.</li> <li>Staff are to ensure that they have washed / sanitised their hands prior to using their phone.</li> <li>Care is to be taken when using a mobile phone to ensure that corridors remain clear and users do not become distracted from the 1.5-2m social distancing.</li> </ul>			
<b>Printers</b>			
<ul style="list-style-type: none"> <li>The use of printers is to be kept to a minimum.</li> <li>Staff are to use hand sanitiser after using equipment such as printers.</li> <li>Disinfectant wipes provided to clean screen.</li> </ul>			
<b>Shared Areas:</b>			
<ul style="list-style-type: none"> <li>Where hot desking and sharing areas cannot be avoided, workstations and equipment will be cleaned between different occupants.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>Hand sanitiser are provided at each desk and entrance to Hunts FA Headquarters and landing.</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Meetings</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Directors / Visitors / Volunteers / Contractors		
Initial Risk Rating:	3x3=9	Medium	

#### **Existing Controls:**

When possible staff are to use technology and host virtual meetings, such as on Teams/zoom to avoid face to face group meetings.

#### **Meeting Rooms**

- Track and Trace to be completed on arrival using an QR code or email info@HuntsFA.com Name, Number and date of visit.
- Face masks/coverings during indoor classroom activity is to be worn (as per other social indoor events at this present time). Due to people travelling in from various areas, for prolonged periods of time in one room and then sending them away again, a mask is required as a mitigation.
- Meeting rooms are only to be used where it is not possible to host remote meetings.
- Only absolutely necessary participants should attend meetings.
- Meeting room capacities should not be exceeded and 1.5-2m social distancing should always be maintained.
- The room/s are to be fully set up with the space designed for practice, with no movement of equipment required. Meeting organisers to designate chairs so people return to the same chair throughout the course.
- Delegates are to use hand sanitiser and bring their own pens and stationary.
- Meeting organisers are to use their personal equipment i.e. laptops etc for any presentations.
- Meeting rooms are to be well-ventilated.
- Refreshments – All meeting organisers, tutors, delegates, learners to be notified that they must bring their own food and refreshments.
- During break periods or pre/post event visitors will be discouraged from congregating in corridors and rooms.

Room Layouts – Seating Arrangements – Pictures provided on the website. Copy in rooms.

Style	Council Chamber (Room 1)	Training Room (Room 2)
Café	12 Learners + Tutor	12 Learners + Tutor
Rows/Columns	15 Learners + Tutor	10 Learners + Tutor
Hollow Rectangle	10 Learners + Tutor	8 Learners + Tutor
Double U shape	10 Learners + Tutor	n/a
Theatre	14 Learners + Tutor	10 Learners + Tutor

#### **Further Action Required:**

- Hand sanitiser and provided in each meeting room.

Residual Risk Rating: 1x3=3

**LOW**

Task or Activity:	<b>Common Areas</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Directors		
Initial Risk Rating:	3x3=9	Medium	
<b>Kitchens:</b> <ul style="list-style-type: none"> <li>• Staff are encouraged to bring their own food to avoid the need for preparation.</li> <li>• Social distancing will be maintained with no more than one person in either kitchen at any one time.</li> <li>• Dishwasher – loading/unloading, wash hands before and wipe door handle.</li> </ul>			
<b>Fridge</b> <ul style="list-style-type: none"> <li>• Empty your own fridge items before Monday 17:00</li> </ul>			
<b>Break-out Spaces:</b> <ul style="list-style-type: none"> <li>• Where breakout spaces are used, staff should maintain social distancing and sit side by side to reduce face-to-face interactions.</li> </ul>			
<b>Further Action Required:</b> <ul style="list-style-type: none"> <li>• Clean worktops regularly.</li> <li>• A nominated person to check cleaning has taken place as planned.</li> <li>• Weekly stock check (cleaning products).</li> <li>• Empty waste facilities regularly and replenish as required.</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Accidents &amp; First-aid</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	2
Persons at Risk:	Staff		
Initial Risk Rating:	3x2=6	Low	
<b>Existing Controls:</b>			
Where possible, individuals are encouraged to self-administer first-aid for smaller injuries.			
<b>First-aiders:</b>			
<ul style="list-style-type: none"> <li>• First aid falls into two parts:           <ol style="list-style-type: none"> <li>1. Those who respond because of an emergency arising in front of them (laypeople);</li> <li>2. First responders/aiders with a duty of care (workplace first-aiders)</li> </ol> </li> <li>• Delivering first aid will likely include the need for the responder to compromise government advised social distancing guidance and come into close contact with a potentially injured person, and this may include cardiopulmonary resuscitation (CPR).</li> <li>• If a person gets injured others will still need to remain socially distanced unless a life or limb-threatening injury necessitates compromising guidelines to provide emergency care until the ambulance arrives.</li> <li>• If there is a first aider or other medical personnel present, they are to be equipped with the appropriate PPE to be used in the event that they may need to compromise social distancing guidelines to provide medical assistance.</li> </ul>			
This guidance has been adapted, where possible, for the work place setting.			
<b>First-aid Equipment:</b>			
<ul style="list-style-type: none"> <li>• There are first-aid boxes in the Breakout Room which are indicated throughout the building.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• If a first-aid box is opened and equipment is used, contact Andy Coles, Covid-19 Officer – Email: <a href="mailto:andy.coles@huntsfa.com">andy.coles@huntsfa.com</a>   Tel.: 01480 447483 and arrangements will be made for it to be replenished.</li> </ul>			
Residual Risk Rating:	1x2=2	LOW	

Task or Activity:	<b>Fire Evacuation</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Directors / Contractors/ Visitors		
Initial Risk Rating:	3x5=15	Medium	
<b>Existing Controls:</b>			
1.5-2m social distancing is to be maintained wherever possible, unless it would be unsafe to do so.			
<b>Evacuation Routes:</b>			
<ul style="list-style-type: none"> <li>In the event of an emergency evacuation, normal evacuation routes must be used.</li> <li>Evacuation routes will take precedence over any social distancing routes.</li> <li>Anyone who requires assistance during an evacuation is to move to an area which is not part of the evacuation. Such persons are to be identified/identify themselves at the beginning of the working day or on arrival at Hunts FA Headquaters.</li> </ul>			
<b>Assembly Points:</b>			
<ul style="list-style-type: none"> <li>Meeting Point – Between the two buildings opposite the front door - between unit 2 and Fleet Assist which is identified by the Hunts FA Headquaters Entrance/Exit.</li> <li>People should remain 1.5-2m apart at the Fire Assembly Point.</li> <li>Register to be taken. – Visitor book to be removed and if a course is taking place then tutor to bring register.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>The Health and Safety Representative will remind people of social distancing at the Fire Assembly Point.</li> </ul>			
Residual Risk Rating:	1x2=2	LOW	

Task or Activity:	<b>Managing Visitors and Contractors</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Contractors / Visitors		
Initial Risk Rating:	3x3=9	Medium	
<b>Existing Controls:</b>			
Anyone feeling unwell or has a member of their household with Covid-19 symptoms will not come to the Hunts FA Headquarters.			
Parking is available for visitors / customers / contractors			
Group sizes allowed to use the facility have been decreased to ensure Government Guidelines have been followed.			
<b>Visitors:</b>			
<ul style="list-style-type: none"> <li>• Priory safety briefing</li> <li>• Track and Trace to be completed on arrival using an QR code or email <a href="mailto:info@HuntsFA.com">info@HuntsFA.com</a> Name, Number and date of visit.</li> <li>• Visitors will be asked to use hand sanitiser before and after signing in.</li> <li>• Clear guidelines will be communicated relating to social distancing and hygiene.</li> <li>• Isolation room – An isolation room is a separate room away from the main cohort of people where someone who is taken ill with Covid-19 symptoms. They can then be accommodated with their bags until a member of their family arrives to take them home or the ambulance attends if one is required. If well enough the individual can leave the building safely unescorted. The Isolation room is opposite the upstairs kitchen.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
Residual Risk Rating:	1x2=2	LOW	

Task or Activity:	<b>Cleaning the Workplace</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Contractors		
Initial Risk Rating:	3x3=9	Medium	
<b>Existing Controls:</b>			
Frequent cleaning of work areas and equipment to be maintained, using the appropriate cleaning products.			
Instruction schedule downstairs in the main office above the printer and to be completed daily – Tick sheet.			
Toilets – Hourly tick sheet in each room.			
One hour to be left between room bookings to allow cleaning to take place.			
<b>Cleaning</b>			
<ul style="list-style-type: none"> <li>• High-touch items such as doors, printers, whiteboards should be cleaned after use.           <ul style="list-style-type: none"> <li>◦ Meeting Room – Chairs and tables will be cleaned and prepared before and after usage.</li> </ul> </li> <li>• Specific arrangements are in place following a known or suspected case of Covid-19.           <ul style="list-style-type: none"> <li>◦ Hunts FA may decide to put in place arrangements to deep clean the workplace following notification of a known or suspected case of COVID-19.</li> </ul> </li> <li>• Hand sanitiser at workstations.</li> <li>• Staff are to clean their workstation equipment using cleaning product – spray and wipe.</li> <li>• Workstations will be kept as clear as possible, with waste and personal belongings removed after each shift.</li> <li>• Hand washing and sanitiser facilities will be checked and restocked regularly.</li> <li>• Enhanced cleaning arrangements are in place for busy areas.</li> </ul>			
<b>Specialist Cleaning</b>			
<ul style="list-style-type: none"> <li>• A specialist deep clean will be carried out after a known or suspected Covid-19 infection.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• All cleaning products are validated against enveloped viruses including SARS coronaviruses.</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Hygiene – Handwashing, Sanitation Facilities and Toilets</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	3
Persons at Risk:	Staff / Contractors / Visitors		
Initial Risk Rating:	3x3=9	Medium	
<b>Existing Controls:</b>			
<ul style="list-style-type: none"> <li>• Best Practice: How to hand rub with hand-sanitiser or wash hands – signs in place.</li> <li>• Hand-sanitiser is available throughout Hunts FA Headquarters.</li> <li>• Where possible paper towels are provided as an alternative to hand dryers in handwashing facilities.</li> <li>• Toilets are single user only.           <ul style="list-style-type: none"> <li>○ Downstairs for Staff and upstairs for visitors.</li> </ul> </li> <li>• Visitors - Toilets are to be designated to a Room booking and clearly marked.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• Toilets to be cleaned regularly – Hourly and recorded.</li> </ul>			
Residual Risk Rating:	1x3= 3	LOW	

Task or Activity:	<b>Handling Goods and Deliveries</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Delivery drivers		
Initial Risk Rating:	3x5=15	Medium	
<b>Existing Controls:</b>			
<ul style="list-style-type: none"> <li>• Deliveries will be restricted to essential items only.</li> <li>• Deliveries is to be arranged separately to ensure that arrivals are managed.</li> <li>• Person- to -person contact will be minimal.</li> <li>• All deliveries are to be booked in and delivery drivers should unload their goods.</li> <li>• Staff receiving deliveries are to wash / sanitise their hands after handling deliveries.</li> <li>• Delivery equipment, such as trollies will be cleaned regularly using disinfectant wipes.</li> <li>• Office supplies and deliveries will be placed in drop-off points / transfer zones to await collection.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Personal Protective Equipment (PPE) and Face Masks/Coverings</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	2	Severity:	3
Persons at Risk:	Staff		
Initial Risk Rating:	2x3=6	Low	
<b>Existing Controls:</b>			
Masks/coverings are mandatory for indoor social settings, public areas and shared transport.			
<b>Personal Protective Equipment (PPE)</b>			
<ul style="list-style-type: none"> <li>• PPE for use in first-aid and some emergency situations where the likelihood of an accident is greater.           <ul style="list-style-type: none"> <li>○ The need for PPE for First aid emergencies has been risk assessed by Hunts FA. Low risk activities may only require a First aid box and an ambulance would only be called for more serious emergencies.</li> </ul> </li> </ul>			
<b>Face Masks/Coverings</b>			
<ul style="list-style-type: none"> <li>• Staff – Face Masks/Coverings to be worn on arrival and in proximity of visitors.</li> <li>• Visitors – Face Masks/Coverings to be worn when in the Hunts FA Headquaters.</li> </ul>			
<b>Gloves</b>			
<ul style="list-style-type: none"> <li>• Gloves are recommended for first aid and cleaning purposes. Handwashing/sanitising procedures will follow the use of gloves after cleaning regularly throughout the day.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• None</li> </ul>			
Residual Risk Rating:	1x3=3	LOW	

Task or Activity:	<b>Workforce Management</b>		
Hazards:	Exposure to Covid-19		
Likelihood:	2	Severity:	3
Persons at Risk:	Staff		
Initial Risk Rating:	2x3=6	Low	
<b>Existing Controls:</b>			
<p>Only the minimum number of management staff needed on site to operate safely and effectively should come to work.</p> <p>If staff are experiencing Covid-19 symptoms and can continue working, they are to work from home,</p>			
<b>Working from Home:</b>			
<ul style="list-style-type: none"> <li>Until otherwise instructed, staff may work from home wherever possible.</li> <li>Staff are not come to work if they are feeling unwell or a member of their household is experiencing Covid-19 symptoms.</li> <li>Staff have access to remote working arrangements and are to contact Mark Ives, Company Secretary – Email: <a href="mailto:Mark.Ives@HuntsFA.com">Mark.Ives@HuntsFA.com</a>   Tel.: 01480 447480 if they are experiencing problems caused by temporary homeworking.</li> </ul>			
<b>Arrival / Departure Times:</b>			
<ul style="list-style-type: none"> <li>All meeting organisers, tutors, delegates, learners to be notified of the arrival times set by Hunts FA. Staggering arrival and departure times to reduce any crowding into and out of Hunts FA Headquarters.</li> </ul>			
<b>Breaks:</b>			
<ul style="list-style-type: none"> <li>Break times to be staggered as directed by the Company Secetary or senior person present.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>Where teams of staff are required, they will be split into teams and shift patterns will be managed to allow social distancing.</li> </ul>			
Residual Risk Rating:	1x2=2	LOW	

Task or Activity:	<b>Remote Working</b>		
Hazards:	Poor Mental Health		
Likelihood:	3	Severity:	4
Persons at Risk:	Staff		
Initial Risk Rating:	3x4=12	Medium	
<b>Existing Controls:</b>			
Employee well-being is actively promoted through the use of the Health Assured App.			
<b>Line Managers:</b>			
<ul style="list-style-type: none"> <li>• Line managers will maintain regular contact with their staff.</li> <li>• Work / life balance will be should be encouraged.</li> <li>• Contact between staff will be maintained using technology.</li> </ul>			
<b>Employee Assistance Programme:</b>			
<ul style="list-style-type: none"> <li>• Hunts FA has an Employee Assistance Programme. This provides confidential 24hr support to individuals.</li> </ul>			
<b>Well-being Plans:</b>			
<ul style="list-style-type: none"> <li>• Hunts FA staff are encouraged to complete a Well-being Plan to help them support their own physical and mental health.</li> </ul>			
<b>Further Action Required:</b>			
<ul style="list-style-type: none"> <li>• Line managers to contact Mark Ives, Company Secretary – Email: <a href="mailto:Mark.Ives@HuntsFA.com">Mark.Ives@HuntsFA.com</a>   Tel.: 01480 447480 if they are concerned regarding an employee's welfare.</li> </ul>			
Residual Risk Rating:	1x4=4	LOW	