



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	

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Role:	Head of Operations		
For Distribution:	Appropriate arrangements are in place to communicate the risk assessment findings and to co-ordinate the safety arrangements of all those affected including directors, staff, volunteers and contractors.		

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Task or Activity:	Coming to Work and Leaving Work		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5 = 15	Medium	
Existing Controls:			
<p>Only essential staff should come to the Surrey FA Headquarters. Anyone feeling unwell or has a member of their household with Covid-19 symptoms should not come to the Surrey FA Headquarters. Where possible staff should avoid public transport.</p> <p>Car:</p> <ul style="list-style-type: none"> • Staff should use Meadowbank Car Park and leave a space between cars. • Staff living in different households should not car-share. • Staff should sanitise their hands upon arrival. <p>Cycle Racks:</p> <ul style="list-style-type: none"> • There are no cycle racks onsite. Staff should use the cycle rack behind soft play or lock their bike inside the ground. Staff should sanitise their hands upon arrival. <p>Public Transport:</p> <ul style="list-style-type: none"> • Staff using public transport should adhere to the requirement of 2m social distancing and wear face masks. • Staff using face coverings should remove them and sanitise their hands upon arrival. 			
Further Action Required:			
<ul style="list-style-type: none"> • Staff should only bring essential items to the Surrey FA Headquarters. • Staff should sanitise their hands upon arrival. • Staff should be reminded of Covid-19 office related guidance prior to arriving at the Surrey FA Headquarters. • Line managers should be aware of any staff working at the Surrey FA Headquarters and the reason. • Regular reminders of Covid-19 related control measures are in place with posters being displayed throughout the Surrey FA Headquarters. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Moving Around Buildings & Sites		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Contractors / Visitors / Directors / Volunteers		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
Staff are encouraged to keep movement around the Surrey FA Headquarters to a minimum.			
Lifts:			
<ul style="list-style-type: none"> • Maximum occupancy of lifts has been reduced. The number of passengers that are permitted in each lift is displayed and should not exceed 1 person. • Social distancing of 2m will be maintained in lift passengers. • Staff should use hand-sanitiser after touching the lift controls. 			
Staircases:			
<ul style="list-style-type: none"> • Staff should use staircases in preference to lifts. • Social distancing of 2m should be maintained when using the staircase. • Staff should use hand-sanitiser after touching hand-rails/ bannisters and on entering the office on the first floor. 			
Corridors:			
<ul style="list-style-type: none"> • Social distancing of 2m should be maintained when using the Surrey FA Headquarters corridors. If this is not possible, 1m with mitigation (wearing facemasks) may be introduced. • The touching of door handles should be kept to a minimum. Hand sanitise before and after. • One-way systems and directional signage are in place. • Magnetic door hold-backs, where available, should be used to limit touching doors. 			
Further Action Required:			
<ul style="list-style-type: none"> • None 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Workplaces and Workstations		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
Minimum levels of key staff will work at the Surrey FA Headquarters, with occupancy levels managed to enable social distancing. Max 9 people at any one time.			
Workstations:			
<ul style="list-style-type: none"> Hot desking will be avoided, as far as possible. A clear desk policy is in place. Staff are provided with disinfectant wipes \ product to clean their workstations. Staff will use their personal workstations. Workstation equipment, such as staplers, will not be shared. 			
Mobile Phones			
<ul style="list-style-type: none"> Mobile phones should be cleaned regularly with disinfectant wipes. Staff should ensure that they have washed / sanitised their hands prior to using their phone. Care should be taken when using a mobile phone to ensure that corridors remain clear and users do not become distracted from the 2m social distancing. 			
Printers:			
<ul style="list-style-type: none"> The use of printers should be kept to a minimum. Staff should use hand sanitiser after using equipment such as printers. 			
Shared Areas:			
<ul style="list-style-type: none"> Where hot desking and sharing areas cannot be avoided, workstations and equipment will be cleaned between different occupants. 			
Further Action Required:			
<ul style="list-style-type: none"> Hand sanitiser is available at entry points 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Meetings		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Directors / Visitors/ Volunteers / Contractors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
<p>Staff should use technology and host meetings, such as Teams where ever possible. Anyone feeling unwell or has a member of their household with Covid-19 symptoms should not come to the Surrey FA Headquarters.</p>			
Meeting Rooms			
<ul style="list-style-type: none"> • 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 2m social distancing should be maintained at all times. • Delegates should use hand sanitiser and bring their own pens and stationary. • Meeting organisers should use their personal equipment i.e. laptops etc for any presentations. • Meeting rooms should be well-ventilated. • Meeting Rooms should not be used as they are not ventilated. 			
Further Action Required:			
<ul style="list-style-type: none"> • Hand sanitiser and disinfectant wipes are provided in each meeting room. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Common Areas		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Directors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
<p>There will be a minimum level of staff working in the Surrey FA Headquarters. Anyone feeling unwell or has a member of their household with Covid-19 symptoms should not come to the Surrey FA Headquarters.</p>			
Kitchens:			
<ul style="list-style-type: none"> • Staff are encouraged to bring their own food to avoid the need for preparation. • Social distancing will be maintained with no more than 1 person in the kitchen at any one time. • Each person will be assigned their own utensils to be stored in their own container 			
Break-out Spaces:			
<ul style="list-style-type: none"> • The breakout space should not be used 			
Further Action Required:			
<ul style="list-style-type: none"> • Staff who are required to change on site should use the disabled toilet on the ground floor. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Accidents & First-aid		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls: Where possible, individuals are encouraged to self-administer first-aid for smaller injuries.			
First-aiders: <ul style="list-style-type: none"> Surrey FA first-aiders are not required to administer first-aid but can provide advice as long as the 2m social distancing can be maintained. 			
First-aid Equipment: <ul style="list-style-type: none"> There are first-aid boxes on the facilities workstation and in the kitchen 			
Further Action Required: <ul style="list-style-type: none"> If a box is opened and equipment is used, contact Head of Operations or the Facilities Duty Manager and arrangements will be made for it to be replenished. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Fire Evacuation		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Directors / Contractors/ Visitors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
There will be a limited number of staff working in the Surrey FA Headquarters and 2m social distancing should be maintained wherever possible, unless it would be unsafe to do so.			
Evacuation Routes:			
<ul style="list-style-type: none"> • In the event of an emergency evacuation, normal evacuation routes should be used. • Evacuation routes will take precedence over any social distancing routes. • Anyone who requires assistance during an evacuation should move to the refuge area. 			
Assembly Points:			
<ul style="list-style-type: none"> • Staff should remain 2m apart at the Fire Assembly Point. 			
Further Action Required:			
<ul style="list-style-type: none"> • The Fire Warden will remind staff of social distancing at the Fire Assembly Point. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Managing Visitors and Contractors		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Directors /Visitors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
<p>Only essential visitors will be allowed into the Surrey FA Headquarters. Anyone feeling unwell or has a member of their household with Covid-19 symptoms should not come to the Surrey FA Headquarters. Parking should be arranged for visitors/ customers/ contractors.</p>			
Visitors:			
<ul style="list-style-type: none"> • All visitors will be booked into the Surrey FA Headquarters and records kept. • Visitors will be asked to use hand sanitiser before and after signing in. • Clear guidelines will be communicated relating to social distancing and hygiene. 			
Further Action Required:			
<ul style="list-style-type: none"> • None 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Cleaning the Workplace		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Contractors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
Frequent cleaning of work areas and equipment between uses, using the usual cleaning products.			
Cleaning			
<ul style="list-style-type: none"> • High-touch items such as whiteboards will be restricted. • Water coolers should only be used after sanitising hands • Specific arrangements are in place following a known or suspected case of Covid-19 • Disinfectant wipes \ solution are available for workstations. • Staff should clean their workstation equipment using disinfectant wipes \ solution. • Workstations should be kept as clear as possible, with waste and personal belongings removed after each shift. • Hand washing and sanitiser facilities will be checked and restocked regularly. • Enhanced cleaning arrangements are in place for busy areas. 			
Specialist Cleaning			
<ul style="list-style-type: none"> • A specialist deep clean will be carried out after a known or suspected Covid-19 infection. 			
Further Action Required:			
<ul style="list-style-type: none"> • All cleaning products are validated against enveloped viruses including SARS coronaviruses. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Hygiene – Handwashing, Sanitation Facilities and Toilets		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff/ Contractors/Visitors		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
<ul style="list-style-type: none"> • Catch-it – Bin-it – Kill-it signs are in place. • Hygiene and handwashing signs are in place. • Hand-sanitiser is available throughout the Surrey FA Headquarters. • Where possible paper towels are provided as an alternative to hand dryers in handwashing facilities. • Changing rooms and showers should be cleaned after use and personal items removed. • Only 2 people should use the toilet / washroom facilities at any time to ensure that 2m social distancing can be maintained. 			
Further Action Required:			
<ul style="list-style-type: none"> • Shower cleaner to be made available. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Handling Goods and Deliveries		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff / Delivery drivers		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
<ul style="list-style-type: none"> • Deliveries will be restricted to essential items. • Deliveries and delivery drivers should be managed to ensure that they are staggered. • Person- to -person contact will be minimised. • All deliveries should be booked in and delivery drivers should unload their goods. • Staff receiving deliveries should wash / sanitise their hands after handling deliveries. • Delivery equipment, such as trollies will be cleaned regularly using disinfectant wipes. • Office supplies and deliveries will be placed in drop-off points / transfer zones to ensure items are not passed directly. 			
Further Action Required:			
<ul style="list-style-type: none"> • None 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Personal Protective Equipment (PPE) and Face Coverings		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
PPE for Covid-19 is not deemed as beneficial, outside hospital and healthcare settings, for most work activities.			
Personal Protective Equipment (PPE)			
<ul style="list-style-type: none"> PPE for use in first-aid some emergency situations where the likelihood of accident is greater. 			
Face Coverings			
<ul style="list-style-type: none"> Face coverings are not recommended as 2m social distancing can be achieved. Face coverings should be removed before entering the Surrey FA Headquarters. 			
Gloves			
<ul style="list-style-type: none"> Gloves are not recommended for routine protection against Covid-19. 			
Further Action Required:			
<ul style="list-style-type: none"> None 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Workforce Management		
Hazards:	Exposure to Covid-19		
Likelihood:	3	Severity:	5
Persons at Risk:	Staff		
Initial Risk Rating:	3x5=15	Medium	
Existing Controls:			
Only the minimum number of staff needed on site to operate safely and effectively should come to work.			
Working from Home:			
<ul style="list-style-type: none"> • Staff should work from home wherever possible. • Staff should not come to work if they are feeling unwell or a member of their household is experiencing Covid-19 symptoms. • Staff have access to remote working arrangements and should contact Sally Lockyer if they are experiencing discomfort caused by temporary homeworking. 			
Arrival / Departure Times:			
<ul style="list-style-type: none"> • Staggering arrival and departure times to reduce any crowding into and out of the Surrey FA Headquarters. • Multiple entrances / exits are in use. 			
Breaks:			
<ul style="list-style-type: none"> • Break times will be staggered. 			
Further Action Required:			
<ul style="list-style-type: none"> • Where teams of staff are required, they will be split into teams and shift patterns will be managed to allow social distancing. 			
Residual Risk Rating:	1x5=5	LOW	

Task or Activity:	Remote Working		
Hazards:	Poor Mental Health		
Likelihood:	4	Severity:	4
Persons at Risk:	Staff		
Initial Risk Rating:	4x4=16	Medium	
Existing Controls:			
Employee well-being is actively promoted through the use of the Health Assured App.			
Line Managers:			
<ul style="list-style-type: none"> Line managers will maintain regular contact with their staff. Work / life balance should be encouraged. Contact between teams will be maintained through the use of technology. 			
Employee Assistance Programme:			
<ul style="list-style-type: none"> The Surrey FA has an Employee Assistance Programme. This provides confidential 24hr support to individuals. 			
Well-being Plans:			
<ul style="list-style-type: none"> Surrey FA staff are encouraged to complete a Well-being Plan to help them support their own physical and mental health. 			
Further Action Required:			
<ul style="list-style-type: none"> Line managers should contact Sally Lockyer or Andrew Dickinson (Mental Health Champion) if they are concerned regarding an employee's welfare. 			
Residual Risk Rating:	1x4=4	LOW	