



MACCLESFIELD FOOTBALL CLUB

RISK ASSESSMENT (OFFICE WORKPLACE) INCLUDING COVID-19

Covid-19 is an illness that can affect your lungs and airways.

It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with staff in relation to our business</p>	<p><u>Hand Washing</u> Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Entry and exit anti-bacterial gel to be provided & used.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap.</p> <p>Also 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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice .</p> <p>All staff, visitors etc to use anti-bacterial gel on entering and leaving the office.</p>			



		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and 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.</p> <p>Kitchen refreshment areas to be cleaned with anti-bacterial gel.</p> <p><u>Social Distancing</u> 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</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p>	<p>Rigorous checks will be carried out by Directors / Line managers to ensure that the necessary procedures are being followed.</p> <p>Maintain social distancing and individuals to wash own mugs, glasses crockery & cutlery.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			
--	--	---	---	--	--	--



		<p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face-to-face meetings.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u> Where PPE is a requirement for risks associated with the work undertaken, appropriate equipment including gloves, masks and anti-bacterial gel will be provided.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
--	--	--	---	--	--	--



		<p><u>Symptoms of Covid-19</u></p> <p>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.</p> <p>Directors / Line managers will maintain regular contact with staff members during this time.</p> <p>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 work place premises) the Directors of the workplace will contact the Public Health Dept.</p> <p>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.</p>	<p>Internal communication channels and cascading of messages through Directors & Line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Directors /Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with players & parents to ensure isolation & support if required.</p>			
--	--	--	--	--	--	--



		<p><u>Vans</u> Staff should not share vehicles or vans, where suitable distancing cannot be achieved and must wear PPE.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>					
			Regular communication of mental health information and open door policy for those who need additional support.				