



Management of Health & Safety at Work - Risk Assessments

Activity:						Assessor: Lawrence Ellerby	
COVID 19 Assessment for return to use of hospitality rooms for staff and conference delegates at Montgomery Waters Meadow (MWM)						Date of Assessment: 28/09/2020	
No	Potential Hazards	Who is affected?	A Severity Rating	B Likelihood	C (A x B) Risk	Control Measures to eliminate or minimise the risk	Further Action Required?
1	Travel	All staff and delegates	3	2	6	<ul style="list-style-type: none"> • Only use public transport as a last resort and if used comply with rules on social distancing and wearing of face coverings • Where private cars are used no other persons save from the same household should be carried in the vehicle • Disposable gloves should be worn at petrol pumps after which hands should be washed using soap and water or sanitised using appropriate hand gel. • All modes of transport should be cleaned/disinfected prior to and after use 	Face masks, hand sanitiser and disinfectant wipes to be made available on entry
2	Arrival at MWM	All staff and delegates	3	2	6	<ul style="list-style-type: none"> • Wash/sanitise hands on arrival. Observe social distancing and follow marked routes to location • All staff and delegates to submit to Non-invasive temperature check on arrival 	Check sufficient hand regularly



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						<ul style="list-style-type: none"> • If reading >37.8deg refuse entry and advise to self-isolate and seek medical advice • Health questionnaire/self-declaration to be completed and sent to STFC not more than 24hrs prior to event or on arrival • Personal details including name, phone number and email address to be kept for track and trace • Face coverings to be worn other than when seated at a table (For 1mtr+ social distancing face coverings to be worn at all times) • Staff will wear face coverings at all times • 2mtr social distancing to be observed wherever possible • Delegates to provide their own equipment i.e., pens, pencils, writing pads • MWM is a no smoking venue in line with legislation. Smoking is permitted outside and not within 10mtrs of any entrance or exit 	wash/disinfectant facilities available
3	Exceeding maximum room occupancies Room preparation	All staff and delegates	2	2	4	<ul style="list-style-type: none"> • Maximum room occupancy to be observed by staff at all times • All rooms, tables and frequently touched surfaces to be cleaned prior to and after use • Where practicable doors and windows to be opened 15mins before use until 15mins after use to aid natural ventilation 	See attached schedule



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4	Use of changing and toilet facilities	All staff and delegates	3	2	6	<ul style="list-style-type: none"> • Access to toilet and shower facilities in minimum numbers to observe social distancing • Specific care should be paid to keep toilets in clean condition with careful handwashing after using them. See note 14 <p>These areas will be cleaned as frequently as possible, and after each session. A cleaning rota and record is in place. Longer-acting cleaning agents should be applied at appropriate intervals on the advice of the manufacturer</p> <p>Social distancing will be observed at all times</p> <ul style="list-style-type: none"> • Toilet facilities on concourses one way system • Additional hand sanitising points provided • Additional hand drying provided • Maximum occupancy assessed
5	Cross contamination via equipment and surfaces	All staff and delegates	3	3	9	<ul style="list-style-type: none"> • Follow government cleaning guidelines • PPE including disposable gloves and apron to be worn for cleaning • Areas where a symptomatic individual has passed through to be cleaned as normal • Surfaces to be cleaned with disposable cloths, paper rolls, disposable mops using a combined disinfectant solution 1000ppm available chlorine • Or a household detergent following manufacturer's instructions plus disinfection • Steam cleaning to be used for upholstered furniture that cannot be wiped clean • Items contaminated with bodily fluids that cannot be washed to be disposed of • Clothing to be washed as per manufacturer's instructions



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	Cross contamination from waste					<ul style="list-style-type: none"> Items used for transporting laundry to be cleaned as per manufacturer's instructions <p>Waste from areas of potential cases and where cases have been including disposable cloths etc</p> <ul style="list-style-type: none"> Put in plastic rubbish bag and tie tightly Place in 2nd bag and tie tightly Stored safely until test results are known If negative dispose of as normal <p>If positive store for 72 hours before disposal</p>	
6	Dining and provision of food	All staff and delegates	2	2	4	<ul style="list-style-type: none"> Where food is made available by STFC only food prepared on site to be provided Food and drink in hospitality areas will be table service only, no standing/ordering at the bar Delegates may bring their own refreshments and should take away any personal items No sharing of drinks receptacles or foodstuff permitted No buffet style food to be provided Labelled food packs/refreshments may be provided for individual use only. Government guidance on preparation and provision to be followed Seating plan provided to maintain social distancing in accordance with the max occupancy schedule 	
7	Kitchen	Staff	2	2	4	<ul style="list-style-type: none"> Food should be prepared by the minimum number of catering staff (preferably a single individual) adhering to usual catering hygiene processes including 	



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						<ul style="list-style-type: none"> • Cleaning of surfaces in the manner described above • Hand washing prior to preparing food and afterwards • Use of gloves where appropriate for food handling • The value of <i>medical</i> face masks in this environment is uncertain, the risks of contamination through moisture in the masks and adjusting masks for comfort are concerns. Alternative masks (such as cloth-based) may be used but should be washed and maintained appropriately. • Kitchen staff where possible should adopt social distancing when working. 	
8	Persons showing signs/symptoms of Covid 19	All staff and delegates	3	3	9	<ul style="list-style-type: none"> • Advise not to travel and self-isolate as per guidance • Health questionnaire to be completed before or on arrival • Non-invasive temperature checks <37.8deg • If in stadium advise to report to the COVID-19 isolation room (1st aid room in Block 8) for further assessment / action • Request medical advice via 111/999 if patient not well enough to return home • Patient to be sent home to self-isolate and seek further medical advice • Track and trace details recorded • Consider self-isolation for anyone in close contact • Option to apply for COVID-19 test for anyone in close contact that experiences symptoms 	Should an individual show signs/symptoms or where appropriate test positive they should not attend the stadium and self-isolate as per current guidance
9	Use of office accommodation	Staff	3	2	6	<ul style="list-style-type: none"> • No access to office accommodation other than authorised staff 	



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10	Spread of COVID19 across all sites	All staff and delegates, contractors, pregnant staff, elderly and vulnerable persons with underlying health conditions	3	3	9	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking advised • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • 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/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Additional sanitiser points especially where wash facilities not readily available <p>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>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (1mtr+) as recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to</p>	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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. Tissues will be made available throughout the workplace.
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					<p>reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Conference calls to be used instead of face-to-face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to on circulation routes with one-way systems where necessary</p> <p>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><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face.</p> <p>A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Internal communication</p>
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						<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. 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 workplace premises such as domestic premises), the management team of the workplace will contact the Public Health 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. https://www.publichealth.hscni.net/</p>	channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.
11	Stadium hygiene	All staff and delegates	3	2	6	<ul style="list-style-type: none"> • Deep clean of stadium completed • All concourses, seats and stands power washed • All washroom facilities cleaned and disinfected • Cleaning teams issued with and instructed to follow EFL Annex 3 Government cleaning guidelines • Daily cleaning regime in place to ensure high standards maintained • Hand washing and sanitising points in all areas replenished each day/after each fixture as necessary 	



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KEY: S = Severity Rating

1. Negligible
2. Minor Injury
3. Major Injury (RIDDOR)
4. Fatality
5. Multiple Fatality

L = Likelihood of Occurrence

1. Improbable
2. Remote 1 – 10%
3. Possible 10 – 50%
4. Probable 50 – 90%
5. Almost certain 90%+

RF = Risk Factor

Severity	5	5	10	15	20	25	R	Unacceptable risk plan out or add further controls
	4	4	8	12	16	20	O	Acceptable only if no other method viable and with high level controls in place
	3	3	6	9	12	15	Y	Acceptable with suitable controls
	2	2	4	6	8	10	G	Acceptable, no further action required
	1	1	2	3	4	5		
		1	2	3	4	5		
	<i>Likelihood</i>							