

Document Control

Date	Version	Author	Reviewed by
26-6-2020	1	S Hinchliffe	
19-10-2020	2	Sam Hinchliffe	Keith Buckle - Hendersons

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1 Introduction

This document is a template COVID-19 Risk Assessment for Office Workplaces and is being used by the YCCC for their offices, as per guidance provided by the UK Government, specifically:

- 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>

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. At YCCC this is more frequent occupancy higher numbers but in a Social Distancing context.

2 Developing a Risk Assessment and Mitigation Plan

It is the YCCC’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 following is an example method for assessing risk and developing a mitigation plan.

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.

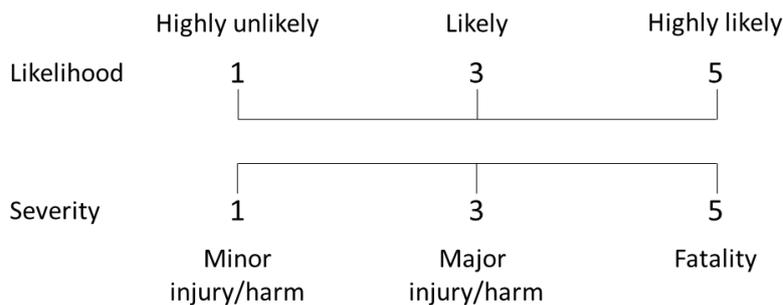


Figure 1 Likelihood and Severity Scales

		5	10	15	20	25
		4	8	12	16	20
Likelihood	3	6	9	12	15	18
	2	4	6	8	10	12
	1	2	3	4	5	6
						Severity

Figure 2 Interpretation of risk rating (Risk = Severity x Likelihood). Red is high risk, Amber is medium risk, Green is low risk

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.

An action plan template is included below.

3 Risk Assessments

3.1 COVID-Specific Assessments

Organisation:	The Yorkshire County Cricket Club.
Venue address and postcode	Emerald Headingley Cricket Ground, Kirkstall Lane, Leeds, LS6 3DP.

This risk assessment was prepared by:	Sam Hinchliffe, Operations Director.	On: 25-6-2020 Updated 19-10-2020	Their mobile number is:	
			Their email address is:	Sam.hinchliffe@yorkshireccc.com
This risk assessment was reviewed by:	Keith Buckle (Hendersons insurance)	On: 1-7-2020 Reviewed:	Their mobile number is:	
			Their email address is:	Keith.buckle@hibl.co.uk

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

1	Communicating Risk and Consent			
Hazards identified	<i>Transmission of COVID-19</i>			
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 encounter.			
Required Control Measures	Requirement	Observations on Date of Assessment	Date Required	Date in Place
	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.	Sam Hinchliffe.	July 1 2020	Week commencing 18-5-2020
	Ensure a protocol is communicated for reporting COVID-19 related	Informative staff webinar to be hosted RE COVID-19 and our proposed working protocols. Designated personnel to be	July 1 2020	July 1 2020 Update

	<p>concerns. These should be addressed by workers and employees in the first instance.</p>	<p>communicated for any COVID-19 currently this will be the HR Manager Liz Neto, in the second instance it will be the COVID officer, currently S Hinchliffe.</p> <p>Most employee's continue to be placed on furlough, flexi-furlough and/or work from home. 13-1-2021</p> <p>SS updated 13/1/21: as of January 2021, a weekly COVID-19 meeting will be held and chaired by the club COVID officer to identify any common, patterns and trends across elite cricket, the cricket college, pathways, the cricket centre, ProCoach and the office based environments.</p>		<p>delivered on a staff webinar: 22-10-2020</p>
	<p>Where an office operates out of another organisation staff are to be briefed on the risk assessment and procedures in place by that facility.</p>	<p>Notify the senior management team of their responsibility to cascade to all departments that if any area of Yorkshire Cricket is working at a venue away from Emerald Headingley that the 'other venue owner' is responsible for completing all relevant risk assessments and implementing mitigating measures.</p> <p>SS reviewed 13/1/21 – no further action required.</p>	<p>July 1 2020</p>	<p>26 – 06 -2020 on the senior management call.</p> <p>Reminder delivered: 22-10-2020</p>
	<p>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.</p>	<p>An invitation only webinar to be hosted with all Yorkshire Cricket employees to demonstrate all protocols and measures in place for everyone's physical and mental wellbeing. This content for this presentation will be summarised and shared with staff thereafter.</p> <p>Most employee's continue to be placed on furlough, flexi-furlough and/or work from home. 13-1-2021</p>	<p>July 1 2020</p>	<p>July 8 2020</p> <p>Update delivered on the staff webinar: 22-10-2020</p>
	<p>A documented process must be in place to record staff awareness of the risks, and their consent to enter the workplace. This must be compliant with GDPR regulations and medical confidentiality protocols.</p>	<p>The webinar is to be recorded and the HR Manager L Neto will record all attendees and follow up with those who were unable to attend.</p> <p>Relevant documentation to be shared thereafter and all staff to 'opt-in' to return to work.</p>	<p>July 1 2020</p>	<p>July 8 2020</p> <p>Update delivered: 22-10-2020</p>

		SS reviewed 13/1/21 – no further action required.				
	Conduct relevant staff training where required.	As above. SS reviewed 13/1/21 – no further action required.			July 1 2020.	July 8 2020 YCCC updated working guidelines circulated regularly in line with government guidance.
	Ensure there is relevant guidance signage displayed throughout areas being used including lobbies, corridors and stairwells.	Signage and sanitising stations etc to be implemented across entry areas, offices and washroom facilities Yorkshire Cricket. The governments “Staying COVID-19 secure in 2020” poster is to signed, printed and displayed in relevant areas accordingly. SS reviewed 13/1/21 – no further action required.			July 1 2020	March 2020 Still current: 19-10-2020
Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)	2	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	2	RAG Rating* 
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	1	RAG Rating* 
Who will lead on Stage 1 delivery?	Sam Hinchliffe and Liz Neto.					
When do the Stage 1 mitigations need to be in place?	July 1 2020		When were they put in place?	1-6-2020		
When should the mitigation plan be reviewed?	1-7-2020. Ongoing. Implemented measures are currently compliant and effective 13-1-21.					

2 Identifying COVID-19 Vulnerable Persons																																									
Hazards identified		<i>Transmission of COVID-19</i>																																							
Who is at risk and how?		Members of staff or members of their household that are considered Clinically 'Vulnerable' or 'Extremely Vulnerable' as defined by: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing Contraction of serious illness, potential death. Potential risk of passing virus to vulnerable others who they come into contact with.																																							
Required Control Measures	Requirement	Observations on Date of Assessment			Date Required	Date in Place																																			
	A process for identifying clinically vulnerable or extremely vulnerable persons.	<p>All line managers have communicated with all employees on an individual basis and submitted their version of the 'return to work questionnaire' excel spreadsheet. This collects informative data such as if the person is vulnerable, shielding, living in a vulnerable household, living with a pregnant woman etc.</p> <p>Vulnerable persons to remain on furlough and if not on furlough, continue to work from home and follow government guidance until a time deemed safe to return to work.</p> <p>SS updated 13/1/21: a 3rd national lockdown has resulted in all staff continuing on flexible furlough and to work from home where possible.</p>			24 – 06 - 2020	25-06-2020																																			
	Communicate to those who are deemed vulnerable or are in a household with vulnerable individuals.				<p>Still current as of 19-10-2020.</p>																																				
	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.																																								
<table border="1"> <tr> <td>Hazard Severity Score (H from 1-5)</td> <td>2</td> <td>Likelihood Score (L from 1-5)</td> <td>2</td> <td>Risk Calculation (H x L)</td> <td>4</td> <td>RAG Rating*</td> </tr> <tr> <td colspan="6"></td> <td></td> </tr> <tr> <td colspan="7">Stage 1 Assessment (Control Measures in Place)</td> </tr> <tr> <td>Hazard Severity Score (H from 1-5)</td> <td>2</td> <td>Likelihood Score (L from 1-5)</td> <td>2</td> <td>Risk Calculation (H x L)</td> <td>4</td> <td>RAG Rating*</td> </tr> <tr> <td colspan="6"></td> <td></td> </tr> </table>							Hazard Severity Score (H from 1-5)	2	Likelihood Score (L from 1-5)	2	Risk Calculation (H x L)	4	RAG Rating*								Stage 1 Assessment (Control Measures in Place)							Hazard Severity Score (H from 1-5)	2	Likelihood Score (L from 1-5)	2	Risk Calculation (H x L)	4	RAG Rating*							
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Stage 1 Assessment (Control Measures in Place)																																									
Hazard Severity Score (H from 1-5)	2	Likelihood Score (L from 1-5)	2	Risk Calculation (H x L)	4	RAG Rating*																																			
Who will lead on Stage 1 delivery?		Directors and Heads of depts																																							
When do the Stage 1 mitigations need to be in place?		June 24 2020		When were they put in place?		WC 22-06-2020																																			

When should the mitigation plan be reviewed?	Once all data has been collected.
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3 Regular COVID-19 Screening				
Hazards identified	<i>Transmission of COVID-19</i>			
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
	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 Emerald Headingley, they have been strongly advised that they are not to attend site. An on site plan is to be developed and implemented as numbers increase. SS reviewed 13/1/21 – no further action required.	1-7-2020	May 2020
	Ensure all staff have been briefed that they must not enter the workplace if they are displaying COVID-19 symptoms, they are currently isolating due to displaying symptoms or a member of their household displaying symptoms https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	A webinar incorporating this point is to be delivered to all staff and “Working in a confined space guidelines” and circulated after the webinar and displayed in visible office areas. YCCC guidelines created and circulated with all staff as government guidelines have been amended. Maximum occupancy numbers have been calculated and circulated with the senior management team for them to manage their departments and areas accordingly. 19-10-2020. SS update 13/1/21: YCCC 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.	1-7-2020	May 2020

	Identification of other processes required (e.g. temperature checks upon entry)	If someone who cannot work from home feels ill before traveling to Emerald Headingley, they have been strongly advised that they are not to attend site. An on site plan is to be developed and implemented as numbers increase.			
	Ensure you have relevant guidance signage to be displayed throughout areas being used including lobbies, corridors and stairwells.	"Working in a confined space guidelines" circulated after the webinar and displayed in visible office areas. SS reviewed 13/1/21 – no further action required.		1-7-2020	May 2020
Risk rating on day of assessment					
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1
					RAG Rating* 
Stage 1 Assessment (Control Measures in Place)					
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	1
					RAG Rating* 
Who will lead on Stage 1 delivery?	S Hinchliffe				
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	May 2020	
When should the mitigation plan be reviewed?	14-7-2020				

4	Onsite Symptomatic Staff				
Hazards identified	<i>Transmission of COVID-19</i>				
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
	Ensure you have a protocol, in line with government guidelines, in place for staff members who may	1) Confine symptomatic persons to a quarantine zone (East Stand first aid room / available space in the Carnegie)		July 1 2020	June 1 2020

	<p>become symptomatic whilst in the workplace. This should consider isolation location, action plan and cleaning plan.</p>	<p>Pavilion) and seek further advice from the Club Doctor / NHS 111.</p> <ol style="list-style-type: none"> 2) 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. 3) Once the symptomatic person has vacated site, deep clean any potentially infected areas and review all safety measures currently in place. 4) All of the above should be mitigated by advising staff not to attend site if they feel unwell before travelling. This is clear in all YCCC guidelines. <p>SS reviewed 13/1/21 – no further action required.</p>		
	<p>Ensure you have relevant guidance signage to be displayed throughout areas being used including lobbies, corridors and stairwells.</p>	<p>Present this information on the webinar and create and install relevant signage and information documentation if required.</p> <p>SS update 13/1/21 – QR codes displayed at relevant entry points to YCCC buildings – the Carnegie Pavilion, East Stand and the Cricket Centre. An all staff email was sent informing staff of the QR code process and where the codes are situated.</p> <p>SS update 13/1/21: YCCC will keep up-to-date with government guidance and implement changes where necessary</p>	<p>July 1 2020</p>	<p>July 1 2020</p>

Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	RAG Rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)	5	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	5	RAG Rating*
Who will lead on Stage 1 delivery?	S Hinchliffe and L Neto.					

When do the Stage 1 mitigations need to be in place?	1-7-2020	When were they put in place?	May 2020
When should the mitigation plan be reviewed?	14-7-2020		

5 Returning COVID-19 Cases						
Hazards identified	<i>Transmission of COVID-19</i>					
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
	A protocol for staff members who may be returning to the workplace from isolation will be produced and be compliant with Government Guidance.	See: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Liz Neto to manage accordingly. SS reviewed 13/1/21 – no further action required.			1-7-2020	1-7-2020
Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	RAG Rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)	5	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	5	RAG Rating*
Who will lead on Stage 1 delivery?	L Neto and S Hinchliffe.					
When do the Stage 1 mitigations	1-7-2020	When were they put in place?	May 2020			

need to be in place?			
When should the mitigation plan be reviewed?	Monthly.		

6	PPE			
Hazards identified	<i>Transmission of COVID-19</i>			
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
	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. YCCC will follow the government guidelines and proactively encourage their adherence as times and guidance changes. SS reviewed 13/1/21 – no further action required.	1 July 2020	26-6-2020
	Face coverings are mandatory in communal areas (SS updated 13/1/21) and staff to be reminded of the following: <ul style="list-style-type: none"> 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 When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands Change your face covering if it becomes damp or if you've touched it 	Disseminate information to the senior management team, on the entire workforce webinar and in writing. Those returning from furlough are strongly encouraged to work from home unless they physically cannot complete their task from home. At this stage social distancing measures can be met without the use of face coverings. There is no plan for most staff to return from furlough until November 2020. Once furlough discontinues, it is planned that the Yorkshire Cricket workforce will continue to work from home until further notice unless they physically cannot complete their task or work from home. For example, the groundsman maintaining the field of play or the Maintenance Manager maintaining and repairing facilities at Emerald Headingley Cricket Ground. Furlough/ flexi furlough continued until April 2021.	1-7-2020	May 2020

	<ul style="list-style-type: none"> Continue to wash your hands regularly Change and wash your face covering daily If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste Practise social distancing wherever possible 			
	Ensure an adequate supply of cleaning materials and hand sanitiser.	Additional procurement undertaken. SS reviewed 13/1/21 – no further action required.	Ongoing.	Ongoing.
	Ensure you have relevant guidance signage to be displayed throughout areas being used including lobbies, corridors and stairwells.	Our current working in a confined space document to be sharing digitally and displayed in all relevant office areas along with the governments "Staying COVID-19 secure in 2020" poster. Appropriate signage has been implemented in stairways, corridors, lifts and individual rooms. Socially distanced floor markings have also been installed.	July 1 2020	July 1 2020

Risk rating on day of assessment

Hazard Severity Score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	RAG Rating*

Stage 1 Assessment (Control Measures in Place)

Hazard Severity Score (H from 1-5)	3	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	3	RAG Rating*

Who will lead on Stage 1 delivery? **S Hinchliffe**

When do the Stage 1 mitigations need to be in place?	1-7-2020	When were they put in place?	June 2020
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When should the mitigation plan be **Monthly.**

reviewed?	
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7 Social Distancing				
Hazards identified	<i>Transmission of COVID-19</i>			
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
	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 (keeping a minimum 2 metre distance between people).	Working from home is the first and preferred option unless someone physically cannot complete their role from home. 2m social distance markings to be implemented in all Yorkshire Cricket facilities. Maximum occupancy levels for all buildings to be calculated and circulated to the lead person of each office for them to take responsibility for.	1-7-2020	30-6-2020
	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. Meetings are to be held virtually and remotely wherever possible.		
	Ensure appropriate levels of staffing will be in place to facilitate the operation but not compromise social distancing.	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.	All the above still stands and YCCC continue to follow government guidance. 19-10-2020.		
	Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.	SS update 13/1/21: 3rd lockdown requires staff to work from home unless they physically cannot complete their role from home. All the		
	Walk through the venue and:			

	<ul style="list-style-type: none"> •Consider how social distancing can be enacted and controlled – look at potential pinch points and workarounds, one way systems (including entrances and exists), screens, floor markings and PPE requirements. Identify an operational protocol, communication and compliance plan (use illustrated site plans, signage and other control measures as required.) •Identify areas used, contact points and how these should be cleaned, at what frequency and by whom. 	<p>above information is still in place.</p>		
	<p>Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p>	<p>Directors and 'heads of' are to manage their teams to ensure they do not breach occupancy levels for their areas. Maximum 2 people per quadrant sitting on a diagonal line if necessary. As mentioned, all personnel to continue to work from home unless they physically cannot do so.</p> <p>SS reviewed 13/1/21 – no further action required.</p>		
	<p>Reduce lift maximum occupancies and encourage use of stairs where possible. Ensure people with disabilities are able to access lifts.</p>	<p>We have encouraged staff to proactively use the stairs where possible. All lifts reduced to 1 person maximum (unless they are from the same household).</p> <p>SS reviewed 13/1/21 – no further action required.</p>		
	<p>Ensure you have a protocol in place for transport to and from the workplace and car parking arrangements to assist social distancing that is compliant with the</p>	<p>Staff questionnaire completed for those who may use public transport. 2 people identified and reminded of the government compliance of a facemask when travelling.</p> <p>SS reviewed 13/1/21 – no further action required.</p>		

	government guidelines.	Car parking to be confirmed based upon other stadium stakeholder usage. Anyone using public transport is to follow the government guidance. Car parking for all members of staff is 'as was' pre COVID-19. 19-10-2020. SS reviewed 13/1/21 – no further action required.		
	Ensure desk positions are altered to enable a 2 metre distance between staff.	Occupancy levels for each office to be calculated so we're not in breach of social distancing whilst working at a desk. Maximum 2 people per quadrant sitting on a diagonal line if necessary. As mentioned, all personnel to continue to work from home unless they physically cannot do so. SS reviewed 13/1/21 – no further action required.		
	Avoid the use of hot desks.	Confirmed and communicated. Reiterated 22-10-2020.		
	Hold virtual meetings to avoid in-person meetings.	Confirmed and communicated. Reiterated 22-10-2020.		
	Ensure an adequate supply of cleaning materials and hand sanitiser.	Completed and ongoing. Managed brilliantly by the Maintenance Manager, Bernie Grant. SS reviewed 13/1/21 – no further action required.		
	Consider the operational protocols, cleaning materials, PPE, waste management and signage required to enact plans	All confirmed. Cleaning regime created and implemented by the Maintenance team. SS reviewed 13/1/21 – no further action required.		

Risk rating on day of assessment

Hazard Severity Score (H from 1-5)	3	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	3	RAG Rating*

Stage 1 Assessment (Control Measures in Place)

Hazard Severity Score (H from 1-5)	3	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	3	RAG Rating*

Who will lead on Stage 1 delivery?	S Hinchliffe.
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When do the Stage 1 mitigations need to be in place?	1-7-2020	When were they put in place?	29-6-2020
When should the mitigation plan be reviewed?	As government guidance alters, we will amend our plans accordingly.		

8 Minimising Injury/Illness Risk and NHS Burden				
Hazards identified	<i>Transmission of COVID-19</i>			
Who is at risk and how?	All staff, their households and others. The NHS and it's staff and patients. 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
	Ensuring working locations, tasks and staffing choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.	All part of the comms with staff when a return to work looks likely. SS reviewed 13/1/21 – no further action required.		
	Ensure lone working policies are adhered to and implemented where lone working is taking place.	As above. SS reviewed 13/1/21 – no further action required.		
	Consult with staff the importance of not carrying out high risk tasks where safe systems of work require close proximity working.	As above. SS reviewed 13/1/21 – no further action required.		
	Ensure emergency plans are up to date, communicated and made available to all staff entering the workplace.	As above. SS reviewed 13/1/21 – no further action required.		
	Ensure you have relevant guidance signage to be displayed throughout areas being used including lobbies, corridors and stairwells.	As above. SS reviewed 13/1/21 – no further action required.		

Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	1	RAG Rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	1	RAG Rating*
Who will lead on Stage 1 delivery?	S Hinchliffe / Stephen Skillern					
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	March 2020		
When should the mitigation plan be reviewed?	When staff return to work 'properly'.					

9	Cleaning				
Hazards identified	<i>Transmission of COVID-19</i>				
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	
	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. Still true 19-10-2020.	1-7-2020	29-6-2020	
	Ensure you have protocol in place for the ongoing cleaning of common contact points.	Cleaning regime to occur before any return to work and 3 times a week thereafter.			
	Ensure an adequate supply of cleaning materials and hand sanitiser.	<ul style="list-style-type: none"> Additional cleaning time during the working day will be provided focusing on high touch point areas. 			
	Consider the operational protocols, cleaning materials, PPE, waste	<ul style="list-style-type: none"> Anti-bacterial wipes provided across all office domains. 			

	<p>management and signage required to enact plans</p>	<ul style="list-style-type: none"> • Touch point cleaning to be carried out with an appropriate Innu-science product using paper towels or wipes which should be placed in a black sack after use and left for 72 hours before being disposed of as per Government guidelines. • The method of working to be adjusted to ensure the cleaners are working in the safest way possible minimalizing contact with others. 730-1130. • 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. <ul style="list-style-type: none"> • Additional roles: Emptying bins and replenishing sanitisers and soap dispensers. <p>See guidelines for 'working in a confined space' that is to be sent to all staff as well as the webinar and supporting presentation.</p> <p>KC brought back from furlough to cover all of the above. KC has been given her own PPE and cleaning equipment.</p> <p>SS updated 13/1/21: all the above still applies but cleaning now takes place Monday to Friday between 0700 to 1100. Please see updated cleaning regime for the responsibilities.</p>		
<p>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.</p>				
<p>Ensure that all areas that will be in use by staff are identified ahead of access and that these areas are cleaned at the beginning and end of the day to a standard which follows government guidance for non-hospital facilities cleaning as a minimum.</p>				
<p>Ensure you have a protocol in place for the cleaning at the start and end of the day and in between each user of equipment.</p>				
<p>Encourage workers to bring their own food, drinks containers, crockery and cutlery.</p>				
<p>Consider the responsibility of the individual to clean in areas such as lavatories and welfare areas – provide appropriate training, cleaning materials, waste disposal and signage.</p>				
<p>Ensure an adequate supply of cleaning materials and hand sanitiser.</p>				
<p>Ensure cleaning staff are adequately trained and training is</p>				

	delivered if necessary					
	Ensure an adequate supply of the appropriate PPE required for deep cleaning and general cleaning.					
	Ensure you have relevant guidance signage to be displayed throughout areas being used including lobbies, corridors and stairwells.					
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) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	4	RAG Rating* 
Who will lead on Stage 1 delivery?	Bernie Grant and Kath Cullen.					
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	29-6-2020		
When should the mitigation plan be reviewed?	When more people return to work.					

10	Access Control				
Hazards identified	<i>Transmission of COVID-19</i>				
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
	The organisation should take	24-7 gatehouse security permitting only YCCC employee's that are		1-7-2020	March 2020

	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.	required to work from Emerald Headingley. The stadium is in lockdown other than for staff access. Access control cards in place for Yorkshire Cricket employee use only in the majority of office buildings. SS reviewed 13/1/21 – no further action required.		
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)
		<i>If mitigation strategy in place</i>		4
				RAG Rating*
Who will lead on Stage 1 delivery?	Security.			
When do the Stage 1 mitigations need to be in place?	1-7-2020	When were they put in place?	From the beginning of lockdown.	
When should the mitigation plan be reviewed?	When lockdown measures reduce, more staff are required on site, when government guidance alters.			

11	Ventilation			
Hazards identified	<i>Transmission of COVID-19</i>			
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
	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	For information on building ventilation systems in relation to COVID-19 see: https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-		

	context of air conditioning / comfort systems.	<p>and-hvac-systems</p> <p>Note in particular the guidance on avoiding are recirculation.</p> <p>For information on calculating air change rate, see: https://www.hse.gov.uk/lev/calculator.htm#airchangerate</p> <p>Target figures of 10 L/s/person have been proposed although a source for that target cannot be determined.</p> <p>HVAC systems consultancy ongoing with LBU – see email trail 24-6-2020.</p> <p>LBU confirmed that the HVAC systems have been switched to drawing fresh air only and not recirculating existing air in the building. Although YCCC are in legal ownership of the Carnegie Pavilion (as of August 2020), LBU continue to maintain the facilities and BMS until a more appropriate time to complete a formal handover given the current circumstances. 19-10-2020</p> <p>SS updated 13/1/21: YCCC Operations department can control the HVAC via the Carnegie Pavilion building management system. The system will be maintained annually by an approved external contractor.</p>				
Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)	5	Likelihood Score (L from 1-5)	1	Risk Calculation (H x L)	5	RAG Rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)	1	Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	1	RAG Rating*
Who will lead on Stage 1 delivery?	SH and LBU.					

When do the Stage 1 mitigations need to be in place?	1-7-2020	When were they put in place?	24-6-2020
When should the mitigation plan be reviewed?	Ongoing.		

12 Visitor, Contractor and Delivery Management				
Hazards identified	<i>Transmission of COVID-19</i>			
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
	Communicate to all potential visitors and contractors that virtual meetings/visits are preferred where possible.	Virtual and remote meetings only. SS reviewed 13/1/21 – no further action required.	1-7-2020	29-6-2020
	Brief all visitors on the site-specific guidance on social distancing and hygiene on or before arrival.	'Working in a confined space guidelines' to be shared with any external stakeholder who enters site, as well as applying their own guidelines. SS reviewed 13/1/21 – face masks now mandatory in communal areas which is included in the 'working in a confined space guidelines.'		
	Maintain a record of all visitors to the workplace.	Stephen Skillern to record all personnel access. YCCC implemented the government led QR code sign in (October 2020) that is implemented on the NHS COVID-19 app. If people don't have a smart phone, they will be required to continue to sign in on paper format. 19-10-2020. SS reviewed 13/1/21 – no further action required.	6-7-2020	3-7-2020
Ensure delivery personnel follow stringent social distancing procedures or stay in their vehicle	See https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm .			

	where possible. Ensure you enable drivers access to welfare facilities when required.	SS reviewed 13/1/21 – no further action required.					
	Revise pick-up and drop-off collection points, procedures, storage, signage and markings.	Social distancing to be applied to any of the above. Most delivery companies have their own protocols for delivering that meet minimum requirements. Still current.				Immediate effect.	Immediate effect.
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) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	4	RAG Rating* 	
Who will lead on Stage 1 delivery?	S Hinchliffe and L Neto.						
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	April 2020			
When should the mitigation plan be reviewed?	When more people return to work. When government advice changes.						

13	Mental Wellbeing of Working from Home Staff						
Hazards identified	<i>Mental wellbeing</i>						
Who is at risk and how?	All staff. Depression, anxiety, stress related illnesses.						
Required Control Measures	Requirement	Observations on Date of Assessment				Date Required	Date in Place
	Implement staying in touch	<i>Liz Neto to implement an appropriate strategy.</i>				<i>1-7-2020</i>	<i>TBC.</i>

	procedures to stay in contact with staff and encourage contact between staff.					
	Line Managers to encourage the use of the wellbeing reviews	Line managers to touch base with their direct lines on a weekly basis minimum. SS reviewed 13/1/21 – no further action required.	1-7-2020	1-7-2020		
	Ensure those working from home have everything they require to perform their tasks.	Line managers / HR to understand further working from home requirements following consultation with employees after they have returned to work. SS reviewed 13/1/21 – no further action required.	30-7-2020	TBC.		
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) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	4	RAG Rating*
Who will lead on Stage 1 delivery?	Liz Neto and all line managers.					
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	1-7-2020		
When should the mitigation plan be reviewed?	Weekly check ins with staff should indicate if the process is working.					

14	Transport				
Hazards identified	<i>Transmission of COVID-19</i>				
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

	Ensure you have a protocol in place for transport to and from the workplace and car parking arrangements to assist social distancing that is compliant with the government guidelines.	Majority of staff travel in private vehicles or walk. Any staff that use public transport are to follow government guidelines RE use of public transport. SS reviewed 13/1/21 – no further action required.	1-7-2020	22-6-2020			
	Consider transmission risks from pool cars and other shared vehicles and put in place the necessary control measures around cleaning contact points, ventilation and if necessary avoid the use of shared vehicles. Provide required PPE.	The groundsman pool car is to be used by the Head Groundsman Andy Fogarty only. SS reviewed 13/1/21 – no further action required.	March 2020	March 2020			
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) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	4	RAG Rating*	
Who will lead on Stage 1 delivery?	L Neto						
When do the Stage 1 mitigations need to be in place?	29-6-2020		When were they put in place?	26-6-2020			
When should the mitigation plan be reviewed?	Monthly or when government advice RE public transport alters.						

3.2 Additional Relevant Others

15	Lone Working
Hazards identified	<i>Serious injury, death</i>
Who is at risk and	Staff lone working during Stage 1.

how?						
Required Control Measures	Requirement	Observations on Date of Assessment			Date Required	Date in Place
	<p>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.</p> <p>Lone working exposes staff and others to certain hazards. Where practicable, entirely remove the risk from these hazards or, where complete elimination is not practicable, reduce the risk to an acceptable level using an Emergency Point of Contact (EPOC) System.</p>	<p>Minimal amount of staff work alone and there are relevant safety measures in place across all departments.</p> <p>All staff have personal mobile phones and emergency point of contacts readily available for them.</p> <p>All staff have been encouraged to confirm their access with their line manager for their own safety.</p> <p>SS reviewed 13/1/21 – no further action required.</p>				Already in place. .
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) <i>If mitigation strategy in place</i>	1	Risk Calculation (H x L)	4	RAG Rating* 
Who will lead on Stage 1 delivery?	Liz Neto / S Hinchliffe.					
When do the Stage 1 mitigations need to be in place?	1-7-2020		When were they put in place?	Already in place.		
When should the mitigation plan be reviewed?	Monthly.					

16 Fire						
Hazards identified		<i>Serious Injury, Death</i>				
Who is at risk and how?		All staff using the building Smoke inhalation, burns, death, psychological trauma.				
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.	<p>Existing fire risk assessment remains valid and all control measures remain in place. No additional risk identified considering COVID-19.</p> <p>SS updated 13/1/21 – new fire risk assessment completed. No additional risks identified considering COVID-19.</p>				
Risk rating on day of assessment						
Hazard Severity Score (H from 1-5)		Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>		Risk Calculation (H x L)		RAG Rating*
Stage 1 Assessment (Control Measures in Place)						
Hazard Severity Score (H from 1-5)		Likelihood Score (L from 1-5) <i>If mitigation strategy in place</i>		Risk Calculation (H x L)		RAG Rating*
Who will lead on Stage 1 delivery?						
When do the Stage 1 mitigations need to be in place?				When were they put in place?		
When should the mitigation plan be reviewed?						

4 Action Plan

4.1

No	Action	By Whom	By when?	Completed
1	Review lone working procedures and fire evacuation procedures during irregular occupancy.	SH/SS/LABC	7-7-2020	7-7-2020.
2				
3				
4				
5				
6				
7				
8				
9				
10				