


# Sixways Stadium Covid-19 Risk Assessment

<b>Risk Assessment Number:</b> RA0088	<b>Date Of Initial Assessment:</b> 07/05/2020	<h2 style="color: red;">COVID – 19</h2> <p style="color: red;">This Risk Assessment is specifically focussed on assessing the risk of Covid – 19. The aim in assessing the risk is to establish appropriate control measures to</p> <ol style="list-style-type: none"> <li>1. ensure the health and safety of all Staff, Contractors and Visitors to Sixways.</li> <li>2. reduce the spread of the virus.</li> </ol> <p style="color: red;">The control measures set out are aimed at enabling the safe return to work of staff and contractors whilst conducting duties or works whilst at Sixways.</p> <p style="color: red;">Due to the rapidly evolving nature of Covid – 19 this document continues to be a live interpretation of the relevant guidance as advised by the UK Government. It aims to establish robust protocols based on that information which will be regularly reviewed as guidance evolves and the government updates its advice and approach to tackling Covid – 19.</p> <p style="color: red;">It is proposed that a bi-weekly review of the established protocols be carried out with the nominated group or on officially updated guidance.</p>	 <b>WORCESTER WARRIORS</b>
<b>Task / Work Activity / Work Area Assessed:</b>  Stadium; Return to Operations	<b>Assessment carried by:</b>  Gené Willis Head of Stadium Operations & Covid-19 Manager		

## Risk Rating Matrix

The following matrix is used in the completion of this risk assessment:

Probability	5	5 - M	10 - H	15 - H	20 - H	25 - H
	4	4 - L	8 - H	12 - H	16 - H	20 - H
	3	3 - L	6 - M	9 - H	12 - H	15 - H
	2	2 - L	4 - L	6 - M	8 - M	10 - H
	1	1 - L	2 - L	3 - L	4 - L	5 - M
		1	2	3	4	5
		Severity				

Severity					Likelihood					Risk Rating Severity X Likelihood		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Multiple Death or Very Serious Injury	Single Death or Very Serious Injury	Serious Injury	LTI (Lost Time Injury)	Minor Injury / First Aid	Certain	Very likely	Likely	Unlikely	Remote	<b>HIGH</b> - Immediate Action / Further Controls Needed	<b>MEDIUM</b> – Review required for subsequent event days	<b>LOW</b> – no additional action required

Persons affected by the Activity	Identified Hazards and hazardous events	Control Measures (where control measures are not in place they must be put to the bottom as a further control measure and the likelihood and risk rating increased)	RISK RATING AFTER CONTROLS ARE PUT IN PLACE			
			Severity	Likelihood	Risk Rating	Further action required Yes/No
All staff & Public	LOCKDOWN – new restrictions in place	<ul style="list-style-type: none"> <li>Stadium is now locked down with very limited and pre-authorized access only.</li> <li>Anyone receiving a text from NHS telling them to isolate MUST inform Covid Manager and MUST remain away from the stadium</li> <li>No one to attend site without prior arrangement</li> </ul>	5	1	5	No
Staff	Exposure to infected persons (colleagues)	<p>Due consideration should be made to employees that are considered / defined by the Government as 'High Risk' with discussions held with affected individuals around maintaining their overall wellbeing whilst continuing in isolation.</p> <p>Staff have a clear line of contact to the Covid – 19 Manager, HR or their Line Manager to raise any concerns about returning to work.</p> <ul style="list-style-type: none"> <li>Where possible and practical, work from home.</li> <li>Strictly adhere to rules set out on Rules for Entry</li> <li>All staff to fill in Wellbeing App prior to coming into the stadium, symptoms flagged will prohibit entry</li> <li>All staff to 'check-in' on the NHS Covid App</li> <li>Adopt social distancing working 2m between colleagues.</li> <li>Follow one-way system set out on site.</li> <li>Minimise hot desking.</li> </ul>	5	1	5	No

		<ul style="list-style-type: none"> <li>• Use a transfer desk to transfer paperwork (if email is not sufficient) between colleagues.</li> <li>• Each member of staff is responsible for cleaning their own desk at the end of their shift.</li> <li>• Maintain excellent hygiene - hand sanitiser, hand washing &amp; cleaning of communal work surfaces &amp; business tools (printers etc).</li> <li>• Avoid cross contamination from personal cups etc - Individuals make own hot drinks, if not using own mug, disposables must be used.</li> <li>• Exclude staff with underlying medical conditions from staff rota.</li> <li>• Follow self-isolation protocols if symptoms new (continuous cough or a high temperature) detected</li> <li>• Use one-way system where possible through offices and meeting rooms.</li> <li>• Use stairs where possible, not lifts. Where lifts must be used, only 1 person at a time.</li> <li>• Staff are not to attend site if from a high or very high-risk area as defined by the Government</li> </ul>				
Players and Rugby Staff	Exposure to infected persons (colleagues)	<ul style="list-style-type: none"> <li>• As above plus:</li> <li>• Medical protocols to be strictly adhered to</li> <li>• PPE to be used as and when required</li> <li>• No spitting on the pitch</li> <li>• Thermal Imaging camera installed in High Performance Centre.</li> <li>• Junior Academy has been suspended until the lockdown is lifted</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No
Public, contractors, staff	Contact with contaminated surfaces on entry / exit from office building	<ul style="list-style-type: none"> <li>• Access to hand sanitisers on entry / exit to operate external doors (where public can touch surfaces / door furniture used by staff).</li> <li>• Access to hand washing facilities (soap and water)</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No

		<ul style="list-style-type: none"> <li>• Use access routes / doors into building away from general public view where possible. Be alert to possible tail gating and ensure door closed / secured after entry / exit.</li> <li>• Follow the one-way system set out in the stadium.</li> <li>• Use disposable cups for contractors and visitors.</li> <li>• No gloves to be worn unless authorised.</li> <li>• Public not permitted further than reception unless they have a specific need (Delegate, meeting attendee or contractor) and have filled in the appropriate health questionnaire and signed appropriate rules of entry.</li> </ul>				
All staff, Public and Contractors	Enhanced Cleaning Regimes	<ul style="list-style-type: none"> <li>• Increased cleaning regime instigated.</li> <li>• Regularly cleaning common touchpoints <ul style="list-style-type: none"> <li>○ Taps and washing facilities</li> <li>○ Toilet flush and seats</li> <li>○ Door handles and push plates</li> <li>○ Handrails on staircases and corridors</li> <li>○ Lift and hoist controls</li> <li>○ Food preparation and eating surfaces</li> <li>○ Keyboards, photocopiers, and other office equipment</li> </ul> </li> <li>• The staff carrying out cleaning duties to be provided with and wear appropriate PPE.</li> <li>• Cleaning materials are all approved to comply with British Standards / or appropriate other to deal with Covid-19.</li> <li>• Cleaning materials readily available for staff to enable increased cleaning of areas used. i.e. on desks or in meeting spaces.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No
Contractors	Exposure to infected person (public / others seeking to gain access)	<ul style="list-style-type: none"> <li>• Contractors to sign Rules of Entry prior to coming into the stadium.</li> <li>• All Contractors to 'check-in' on the NHS Covid App</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No

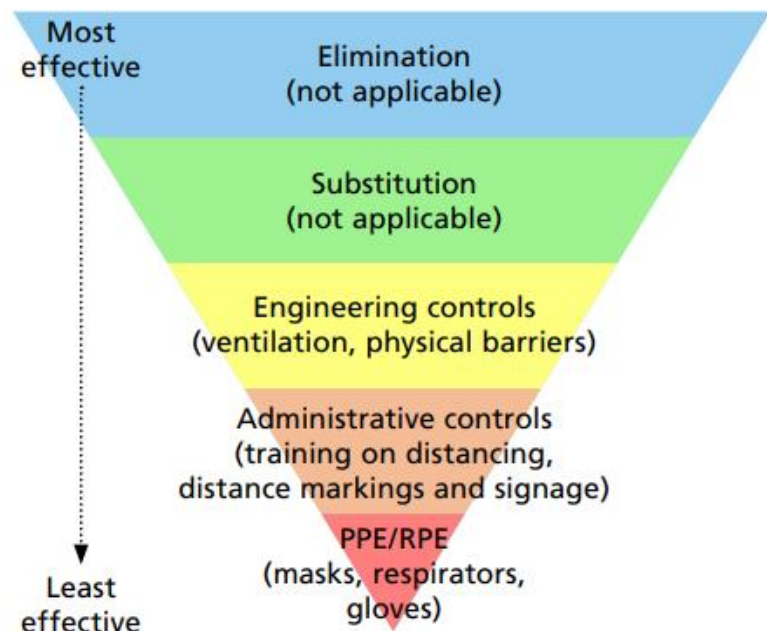
		<ul style="list-style-type: none"> <li>Contractors must be pre-booked to be permitted on site, even if they have signed the rules.</li> <li>Contractors to ensure work vans and tools are clean and available for inspection at any time</li> </ul>				
Public, contractors, staff	Commuting to / from office	<ul style="list-style-type: none"> <li>Avoid public transport and where possible avoid busy commuting times.</li> <li>Travel alone and maintain buddy system</li> <li>No car-pooling (unless living together)</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No
Public, contractors, staff	Handling incoming post / packages & deliveries	<ul style="list-style-type: none"> <li>Deliveries to be managed by Goods Inwards Co-ordinator, however caretaker if GI is unattended during lockdown.</li> <li>Single point of entry for all goods, parcels and post</li> <li>Zoned area for deliveries where they can be cleaned or ventilated, where necessary until deemed safe.</li> <li>Maintain social distancing when receiving post / packages etc.</li> <li>Use of nitrile gloves and / or hand sanitizer for handling packages / parcels etc and wash hands after contact where possible.</li> <li>Use of radios to ensure communication is maintained.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No
Public, contractors, staff	Emergency (unplanned) situation	<ul style="list-style-type: none"> <li>Maintain supply of face masks, face shields, nitrile gloves &amp; aprons.</li> <li>Ensure suitable and appropriate disposal methods for all PPE – double bagged and held for 72 hours before disposal.</li> <li>Provide staff awareness to deal with unexpected access.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No

Staff	Lone working- first in / last out and lone travel	<ul style="list-style-type: none"> <li>Avoid where possible single person leaving / arriving - wait in car for colleague (both upon arrival and departure from office).</li> <li>Maintain buddy system (sharing of contact details &amp; contact to come "safe") when working alone.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>	No
Contractors, staff	Fire & emergency response Changes in working practice to cover skeleton work staff	<ul style="list-style-type: none"> <li>Maintain provision of Fire Wardens and First Aiders in line with number of staff likely to attend.</li> <li>Brief staff on areas of office out of bounds (to maintain effective head count on evacuation) and other restrictions.</li> <li>Maintain clocking in / out protocols.</li> <li>Doors to be wedged to allow people to walk freely through building without the need to unnecessarily touch door handles.</li> <li>Last staff to leave site to remove wedges so doors are closed when the stadium is empty.</li> </ul>	<b>5</b>	<b>2</b>	<b>10</b>	Yes Wedges to be kicked out as staff are leaving the building
Staff	General office safety	<ul style="list-style-type: none"> <li>Covid Manager to be made aware if staff are coming onto site to maintain appropriate numbers on site.</li> <li>Staff should only attend site if absolutely necessary – where possible, staff not on furlough should work from home.</li> <li>Stagger staff arrivals and departures.</li> <li>Use rota (to rotate days in the office) and work from home where possible.</li> <li>Ensure all desks are sufficiently distanced apart.</li> <li>Utilise executive boxes and other stands for staff to work in where necessary.</li> <li>Use a one-way system for in and out of the main office.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No

Public, staff	Meetings & Conferences / Office space bookings	<ul style="list-style-type: none"> <li>• Only office space in the Executive Hub is permitted during lockdown.</li> <li>• Office space in the Executive Hub should be occupied by a maximum of 2 people per box at any one time.</li> <li>• Only pre-booked office space is permitted.</li> <li>• Specific access codes unique to the individual company will be given to box holders.</li> <li>• Sharing of secure access codes will negate the contract.</li> <li>• CCTV is in operation at all times.</li> <li>• No smoking on site at any time.</li> </ul>	<b>5</b>	<b>1</b>	<b>5</b>	No
Public, staff	Events	<ul style="list-style-type: none"> <li>• <b>SUSPENDED DURING LOCKDOWN</b></li> </ul>				

The basis of our approach will be to use the most effective control measure working through the following hierarchy.

Covid-19 hierarchy of control



Hierarchy of Control		Examples
1	<b>Eliminate the hazard.</b>	Continued home working to all but essential staff. Reducing staff's exposure will eliminate/ reduce the risk posed to everyone.
2	<b>Substitute with less hazardous processes, operations, materials, or equipment.</b>	Increased cleaning regime, regularly clean common touchpoints. Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) . Staged return, with limited nos, Stairs should be used in preference to lifts, one-way systems in operation, no hot desking.
3	<b>Use engineering controls and reorganisation of work.</b>	Consideration to entry/ exit arrangements, site flow, windows open fresh air circulation, additional ventilation (primarily in enclosed spaces), mechanical aids to reduce worker touch points i.e. doors being held open.
4	<b>Use administrative controls, including training.</b>	Briefing notes on protocols adopting, signage to promote best practice – handwash hygiene, social distancing markers on ground at potential queuing areas/ strategic points.
5	<b>Use adequate personal protective equipment.</b>	Face masks should be worn in enclosed spaces or when social distancing unable to be maintained, single use PPE should be discarded appropriately. Appropriate PPE should be used determined on the task. Equipment to be cleaned prior to use.



## RISK ASSESSMENT REVIEWS

Risk Assessment Reviewed by: <b>VERSION 1</b>	<i>epwuis</i>	Risk Assessment Reviewed by: <b>VERSION 2</b>	<i>epwuis</i>
Date:	<b>07/05/2020</b>	Date:	<b>22/05/2020</b>
Comments:	<b>New Risk Assessment</b>	Comments:	<b>Updates added and uploaded to Website</b>
Next Suggested Review Date:	<b>22/05/2020</b>	Next Suggested Review Date:	<b>05/06/2020</b>
Risk Assessment Reviewed by: <b>VERSION 3</b>	<i>epwuis</i>	Risk Assessment Reviewed by: <b>VERSION 4</b>	<i>epwuis</i>
Date:	<b>12/06/2020</b>	Date:	<b>29/07/2020</b>
Comments:	<b>Updates to Thermal Imaging &amp; Stage 1</b>	Comments:	<b>General Updates and uploaded</b>
Next Suggested Review Date:	<b>03/07/2020</b>	Next Suggested Review Date:	<b>17/08/2020</b>
Risk Assessment Reviewed by: <b>VERSION 5</b>	<i>epwuis</i>	Risk Assessment Reviewed by: <b>VERSION 6</b>	<i>epwuis</i>
Date:	<b>17/09/2020</b>	Date:	<b>13/10/2020</b>
Comments:	<b>Updated and added Events</b>	Comments:	<b>Updated ne Government Guidelines</b>
Next Suggested Review Date:	<b>31/10/2020</b>	Next Suggested Review Date:	<b>20/11/2020</b>

Risk Assessment Reviewed by: <b>VERSION 7</b>	<i>epwuis</i>	Risk Assessment Reviewed by:	<i>epwuis</i>
Date:	<b>09/11/2020</b>	Date:	<b>02/12/2020</b>
Comments:	<b>New Lockdown Measures</b>	Comments:	<b>Tier 2 Update</b>
Next Suggested Review Date:	<b>02/12/2020</b>	Next Suggested Review Date:	<b>16/12/2020 (if tiering changes)</b>
Risk Assessment Reviewed by:	<i>epwuis</i>	Risk Assessment Reviewed by:	
Date:	<b>11/01/2021</b>	Date:	
Comments:	<b>Lockdown 3.0 measures</b>	Comments:	
Next Suggested Review Date:	<b>19/02/2021</b>	Next Suggested Review Date:	
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	