

Nottingham Hockey Centre || COVID-19 risk assessment

COVID-19 || Managing the risk when the site is open

The following assessment looks at how the site will manage the risk of COVID-19 when the site is open. All government guidelines will be followed, and the risk assessment looks at how this can be implemented. The assessment will look at all scenarios and offer reasonable and practical control measures.

PEOPLE EXPOSED

- Staff members
- Visitors / Guests

HAZARDS

- Contractors
- Members of the Public

RISKS

- **Spreading COVID-19 amongst staff**

By having no additional controls in place then the risks of someone bringing in the disease and spreading it further is possible

- **Spreading COVID-19 to the wider public community**

By having no controls in place this will allow COVID 19 to enter the premises and not be controlled to employees but will spread around the local community and possibly further. This uncontrolled hazard will potentially lead to civil and criminal investigation, claims and prosecutions.

CONTROL MEASURES

Traveling to the venue

All visitors are encouraged to follow best practice for travel including minimising use of public transport and limiting car sharing. Walk or cycle if you can.

Arrival at venue

Teams should strictly limit the time spent congregating on site before activity begins. Meet-up times should reflect this. This includes arriving changed and ready to begin the warmup. Teams are not permitted to congregate in the clubhouse.

Test and trace & England Hockey Participation Agreement

We have set up a simple test and trace system where all visitors to the site will be required to text their name to 07481 345664 everytime they visit the site. Once they have sent the text, visitors will then receive a message prompting them to complete the England Hockey Participation Agreement. The Participation Agreement will only need to be completed once. The test and trace data will be saved for 21 days and will only be used if an outbreak is

reported at the hockey centre. Signage has been installed around the site to remind visitors to do this.

New Clubhouse Entry Policy – Introduced from the 26th August 2020

Nottingham Hockey Centre reopened on Monday 10th August. For the past 3 weeks the centre has hosted a number of pre-planned friendly fixtures with local clubs as well as a handful of training sessions. In order to reduce people congregating inside the clubhouse before and after bookings we have introduced a new **Clubhouse Entry Policy**.

Entry to the clubhouse is only permitted for the following:

1. Use of the toilets (changing not permitted)
2. Visiting the bar to purchase refreshments (to eat / drink in or takeaway) or pay for a pitch booking or return reusable cup
3. Visiting the cafeteria to purchase refreshments or to collect a team meal (to eat / drink in or takeaway)
4. Visiting the shop to purchase kit

The clubhouse is no longer accessible for the following:

1. Getting changed before or after games
 2. Team meetings or group gatherings before or after games – unless refreshments have been purchased
 3. Committee meetings
 4. Shelter from adverse weather– unless refreshments have been purchased
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Excellent personal hygiene practices by all employees

- All staff members wash their hands with soap for 20 seconds at the beginning, during and after shifts. They are actively encouraged to clean their hands after every task completed.

- Customers, contractors and visitors will be instructed to sanitise their hands on entrance to the clubhouse with clear sanitiser stations visible.

- Good personal hygiene practices should also be discussed for home life as well so that good personal hygiene is not just practised at work but at home too

In the bar

- Contactless payments; This will naturally increase as the public are getting used to paying this way. Cash should not be refused but with clear signage on the screens above the bar we will be encouraging contactless or card payment only. Cash will not be refused but the employee must wash their hands after each cash transaction.

- Minimising music noise; Keep music and other background noise to a minimum to prevent customers shouting and reduce droplet transmission

- Glass collection; Customers will be encouraged to leave used glasses on the tables for the bar staff to collect. Bar staff will clear and clean the tables after use then wash their hands.

- Reusable hot drink cups; Reusable hot drink cups will unfortunately no longer be accepted.

In the cafeteria

- Contactless payments; This will naturally increase as the public are getting used to paying this way. Cash should not be refused but we will be encouraging contactless or card payment only. Cash will not be refused but the employee must wash their hands after each cash transaction.

- Minimising music noise; Keep music and other background noise to a minimum to prevent customers shouting and reduce droplet transmission

- Team meals; Takeaway food will be offered to reduce the number of people in the cafeteria and if seating is not available.

- Kitchen staff will clean the tables (including condiment bottles, salt, pepper and vinegar pots) after use, then wash their hands.

- Reusable hot drink cups; Reusable hot drink cups will unfortunately no longer be accepted.

In the shop

- Card payments; This will naturally increase as the public are getting used to paying this way. Cash should not be refused but we will be encouraging contactless or card payment only. Cash will not be refused but the employee must wash their hands after each cash transaction. The till will be positioned near the doorway to the stock room. The till screen will be sanitised after each transaction.

- Facemasks; Customers in the shop must wear a face covering in line with government guidance

- Customer capacity; Only one customer or social bubble are permitted in the shop at any one time and they must remain in the front part of the shop

- Stock quarantine; Stock will be placed into quarantine for 72 hours if a customer has picked the wrong size.

Drinking water

Players will be asked to bring enough drinking water with them for training and matches. Drinking water is available from taps in the dugouts and around the building however hands must be washed or sanitised prior to and after using these. Water bottles will not be refilled at the bar. Drinking water is available in a glass over the bar but these must be kept on the 1st floor of the building.

Zoning of working environments

To prevent the risk of cross over and not maintaining social distance, where possible working areas will be zoned ie, bar and kitchen staff to remain in their zone. Staff members will only be allowed to go into other areas after hand washing and only if required.

Maintaining social distancing (employees and customers)

Where possible for all employees and customers the 2m social distancing should be implemented. Where this is not possible 1m+ will be implemented with mitigating controls in place, such as screen at the bar, enhanced cleaning and sanitisation points for the customer.

Perspex screen on the bar

Installed to provide a physical barrier between staff members and the customers. This will

give better protection to employees when they are most likely to be in contact with the public.

Floor markings to maintain social distance

To help the public maintain a social distance, clear floor markings have been installed to limit the numbers of customers at the bar to one person at a time being served and socially distanced queueing.

Seating layout

All seating that is able to be moved has been positioned in such a way that there is social distancing. If there are no tables or chairs available inside, customers will have to use seating outside. Indoor and outdoor tables and chairs should not be moved from their location.

Hand sanitising stations

The clubhouse has hand sanitiser stations located at all entrances with clear posters and signage to encourage all customers and visitors to sanitise their hands as they enter and leave the clubhouse.

Clear process for staff if they suspect another member of staff or a member of the public has COVID-19 and checking if they have symptoms

There is a clear policy and training has taken place on what to do if a member of staff or a member of the public has or displays symptoms of COVID-19.

Training and changing ways of working

Clear staff training has been provided for all members on COVID-19 and how to manage the risks.

Hand wash facilities for staff behind the bar

Hand wash basins with soap behind the bar to allow staff to wash their hands.

Antibacterial sanitiser

Sanitiser and disposable blue roll have been provided and are used in conjunction with a cleaning schedule

Face coverings

The current risk assessment does not determine any need for additional PPE however face visors or masks will be provided for personal use if a staff member wishes to wear one by personal choice.

Minimising touch points

Enhanced cleaning will be put in place in the clubhouse and some doors will be propped open to reduce contact.

Enhanced cleaning and toilets

All areas of the clubhouse need to be clean. With COVID 19 we need to ensure all touch points such as toilets, door handles, card terminals and outside taps are cleaned regularly. Toilets will be cleaned regularly by staff. Windows and doors are to be opened to increase air circulation. The fuses have been removed from the hand dryers and paper towels have been provided for customers and staff to dry their hands.

Changing rooms

The changing rooms will remain closed. All players are expected to arrive on site in their

playing / training kit. Changing facilities are not available anywhere in the clubhouse including the toilets.

Goals

We have decided that only coaches/managers will be allowed to move goals, they must sanitise their hands before and after. Therefore, this will eliminate the need for sanitising the goals.

Dugouts

Middle dugouts will be shut to all but match officials for fixtures. For training/fixtures you are allowed a maximum of 3 people per dugout. All kit (other than for the 3 individuals using the dugout) will now have to be placed outside the dugouts and distanced, either down the side of the pitch or in the designated player zone behind the dugouts. For fixtures, the management team will be in dugouts and all subs behind in the player zone. For pitch 2 it will be 3 per dugout, same rules apply to kit, and subs will be on seats down the side of the pitch.

Table tennis table

Table tennis is permitted but you must bring you own bats and balls. The table must be sanitised before and after use.

Seminar Room

Large meetings and team meetings will no longer be able to take place in the seminar room. The maximum capacity for the room is now 6 people.

Cafeteria, treatment room and shop

The cafeteria, treatment room and shop on the ground floor will remain closed throughout August.

Full England Hockey guidance for step 4

The full England Hockey getting back on the pitch guidance for step 4 can be found here: -

<http://www.englishockey.co.uk/page.asp?section=2633§ionTitle=Covid%2D19+Club+Support>

Football Association guidance

The full Football Association guidance can be viewed here: -

<https://www.thefa.com/about-football-association/covid-19>

England Touch Rugby guidance

The full England Touch Rugby guidance can be viewed here: -

<http://www.englishtouch.org.uk/play/coronavirus/>

England Lacrosse guidance

The full England Lacrosse guidance can be viewed here: -

<https://www.englishlacrosse.co.uk/coronavirus>

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer David Griffiths
Employer representative signature

Employer Nottingham Hockey Centre Ltd. Date 2nd August 2020
Employer name

Who to contact: David Griffiths
Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)