

# Staying COVID-19 Secure

Srixon Sports Europe are pleased to confirm that we have complied with the Government's guidance for working safely during coronavirus (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 from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

## Step One -COVID-19 risk assessment

- ✓ We have carried out a COVID-19 risk assessment and have shared the results
- ✓ Our comprehensive risk assessment identifies the risks, who might be affected, and the controls that we have put in place to manage those risks effectively
- ✓ First assessed: 16<sup>th</sup> March 2020
- ✓ Subsequently reviewed on: 19<sup>th</sup> May 2020 and repeatedly since
- ✓ Next review date: Under continuous review
- ✓ An emergency response plan has been created and published on the health & safety noticeboard

**Download our COVID-19 risk assessment**  
(please note that for GDPR reasons this has not been published in full. If more information is required, please contact us with your request).

## Step Two – Cleaning, handwashing and hygiene procedures

- ✓ Deep clean undertaken
- ✓ Additional and frequent cleaning procedures put in place
- ✓ Focus on cleaning and disinfecting of surfaces that are touched regularly, particularly in areas of high use
- ✓ Maintaining high standards of cleanliness and hygiene, essential to preventing the spread of viruses
- ✓ We have handwashing facilities and hand sanitisers across all our work areas
- ✓ We have disinfectant, antibacterial wipes and spray for all persons to use on desk areas, toilet facilities, kitchenettes and other surfaces
- ✓ We regularly communicate to staff the importance of maintaining high levels of personal hygiene and frequently washing hands in accordance with government

### Step Three – Reasonable steps to help people work from home

- ✓ Staff have been encouraged to work from home wherever reasonably practicable and we have put in place the following steps to support this:
  - ✓ Provided work equipment
  - ✓ Microsoft Teams installed for video conferencing, data sharing etc.
  - ✓ Regular management virtual meetings and communication from managers
  - ✓ DSE

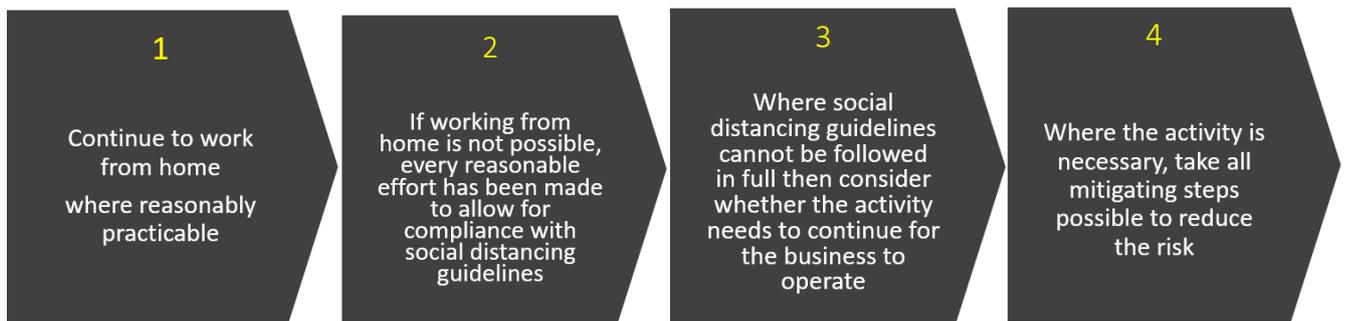
### Step Four – Reasonable steps to maintain a 2-metre distance

- ✓ We have taken all reasonable steps to facilitate / allow persons to maintain a distance of 2 metres from other people when they are on our premises
- ✓ Face to face contact between staff and visitors minimized
- ✓ Numbers of persons in area limited where possible and occupancy restrictions. Managed by start / finish times / WFH to reduce staff in at any one time
- ✓ Video conference calls instead of meetings
- ✓ Only one person permitted in kitchenettes at any one time
- ✓ Video conference calls instead of meetings
- ✓ One way and give way systems introduced
- ✓ Floor markings and instructional posters positioned across the offices
- ✓ Business travel eliminated

## Step Five – Manage transmission risk

- ✓ Temperature checks are taken for all persons prior to them entering the building
- ✓ PPE supplied e.g. face masks, face shields, gloves
- ✓ Numbers of persons in area limited where possible and occupancy restrictions implemented. Managed by start & finish times to reduce staff in at any one time
- ✓ Video conference calls instead of meetings
- ✓ Building ventilated as much as possible e.g. windows open etc.

We took the following 4 step approach when identifying our control measures:



Our risks have been assessed using the risk level matrix below and have a retained risk of 1 (negligible) to 2 (low).

RISK LEVEL MATRIX		Impact (potential severity of outcome)		
		Slightly Harmful (1) Minor injury requiring minimal first aid / not requiring any treatment	Harmful (2) Medical treatment required by doctor or similar	Extremely Harmful (3) Permanent disability or harm / life-threatening or fatal injury
Likelihood (probability of an incident occurring)	Unlikely (1) A rare combination of factors would be required for an incident to occur	<b>Negligible</b> (1 - minor risk) Low probability Minor injury	<b>Low</b> (2 - mild risk) Low probability Minor injury	<b>Medium</b> (3 - moderate risk) Low probability Substantial injury
	Possible (2) Not certain to happen but an incident may occur	<b>Low</b> (2 - mild risk) Moderate likelihood Minor injury	<b>Medium</b> (4 - moderate risk) Moderate likelihood Moderate injury	<b>High</b> (6 - substantial risk) <b>Moderate likelihood</b> <b>Serious injury</b>
	Likely (3) An incident probably will occur	<b>Medium</b> (3 - moderate risk) Highly probable Minor injury	<b>High</b> (6 - substantial risk) Highly probable Serious injury	<b>Extreme</b> (9 - intolerable risk) Highly probable Substantial injury / death

Srixon Sports Europe will maintain a work from home policy for those who are able to do so and have strived to achieve two-metre distance between workers where they are not able to work from home.

In areas where distancing is more challenging, segregation between colleagues is achieved by way of staggered start times and control measures limiting capacity, distanced seating, the implementation of one-way movement paths and controlled traffic flows.

There are also new, stringent measures to control the density of people on site at any one time with the entry and exit points reviewed and reconfigured to disperse the volume of people.

There is also an enhanced cleaning routine and clear guidance to the workforce on limiting the risk of infection.

The robust measures will ensure that Srixon staff stay as safe as possible.