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• Events
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Implementing COVID-19 Measures in the Workplace - Sports Sector

Delivered in partnership with:
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Business Gateway Growth Hub
0116 366 8487
Agenda

- Welcome & Introductions
  - Jay Lad, Business Gateway Growth Hub, Events Officer - LLEP

- Implementing COVID 19 Measures: Sports Sector
  - Meryl Levington, Director, Actif Ltd
  - Neil Warwick OBE, Partner, DAC Beachcroft

- Q&A

- Rapid Race
  - Rob Osborn, Head Coach, Race Rapid, Mallory Park

- Leicester Golf Centre
  - Anders Mankert, Advanced Fellow of the PGA, Leicester Golf Centre

- Morningside Arena
  - Kevin Routledge, Director, Morningside Arena, Leicester

- Leicestershire County Cricket Club
  - Mark Barber, Head of Community Development, Leicestershire County Cricket Club

- Panel Q&A

- Close
Implementing COVID 19 Measures : Sports Sector

Meryl Levington, Actif
Leigh Sear SFEDI
Neil Warwick OBE, Partner DAC Beachcroft
Your Questions?

Please use the chat facility in Teams to share your questions with us.
1. **Conduct a risk assessment looking at how you will be able to operate safely, maintaining social distancing and keep staff and customers safe and protected**
   - Ensure staff including volunteers are consulted about the assessment they will have suggestions and ideas
   - Check all areas of your business including entrances, exits, corridors, bathrooms and kitchens, staff room, counter tops – every single square metre of your premises will need to be checked and assessed
   - Check equipment left standing and unused is in safe working order and has been cleaned – standing water in a tank will need to be checked for legionella – this is not just about Covid 19
   - Review cleaning procedures, materials and methods as part of the assessment
   - Share a copy of the completed risk assessment with staff and ask them to sign to say they have received, read and understood the assessment
   - Post a copy of the risk assessment on your website, at the entrance to your business or in an area visible to the public
   - Provide staff, volunteers and self-employed sessional workers with training and clear information about both the risk assessment and new procedures to protect their own health and safety and that of visitors/clients
   - Check with your governing body/organisation to see if there are any sport specific actions
Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casesudies). Simply choose the example closest to your business.

Organisation name:

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed and how?</th>
<th>What are you already doing?</th>
<th>Do you need to do anything else to manage this risk?</th>
<th>Action by whom?</th>
<th>Action by when?</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips and trips</td>
<td>Staff and visitors may be injured if they trip over objects or slip on spillages</td>
<td>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear; eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</td>
<td>Better housekeeping is needed in staff kitchen, eg on spills</td>
<td>All staff, supervisor to monitor</td>
<td>01/10/2010</td>
<td>01/10/2010</td>
</tr>
</tbody>
</table>

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to http://www.hse.gov.uk/risk/casesudies/

Combined risk assessment and policy template published by the Health and Safety Executive 11/11
Risk Assessment Steps

Identify the Hazards

• Who might be harmed and how
• What you’re already doing to control the risks
• What further action you need to take to control the risks
• Who needs to carry out the action
• When the action is needed by
• Record your findings and share them with the staff/contractors/associates/volunteers

You are not expected to eliminate all risks but you need to do everything ‘reasonably practicable’ to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
2. **Develop cleaning, handwashing and hygiene procedures**

- Carry out a deep clean of all areas of your premises and equipment before you reopen
- Organise regular cleaning and disinfection at the start and end of activities/shifts/sessions - whichever is relevant to your situation
- Encourage staff and clients to follow hand washing and hygiene procedures and provide hand sanitiser stations
- Frequently clean and disinfect objects and surfaces that are touched regularly and busy areas – agree a cleaning rota with staff and provide with training, clear guidelines about what is meant by a thorough clean, and any required PPE where harsh chemicals are used
- Set up additional cleaning routines for public toilets if you have opened the facilities
- Set clear use and cleaning rules for the use of staff toilets
- Set clear use and cleaning rules for staff kitchen areas and allocate each employee their own mug
- If you have to share work stations set up cleaning protocols for the start and end of each shift/session
Five Steps To Keep Staff & Customers Safe - 3

3. Maintain (2m) Social Distancing Where Possible:

• Put up signs and notices to remind people of social distancing guidance and use email footers and digital notices to reinforce those on walls and doors – but be creative …
• Make it clear on your website what the measures are
• Think about how you will encourage visitors to adhere to the rules – use the stickers, tape posters, wraps you use to engage people to both take notice and to give them a talking point as they queue or wait
• Use floor tape or paint to mark zones to help people keep to a distance – again be creative
Five Steps To Keep Staff & Customers Safe - 3

• If possible arrange a one-way system through buildings
• Agree flexible working hours/amend work times/rotate staff on and off furlough to reduce the number of staff on site at any one time
• Use screens on reception desks and kiosks – again be creative and use them to make an impact
• Provide staff with appropriate facial coverings and training in how to cover their nose and mouth effectively
• Consider taking temperatures of staff and visitors
4. Where you cannot maintain a (2)m distance you need to do everything practical to manage the transmission risk by:

- Setting up a booking system to manage clients/visitors
- Only allowing small numbers to allow safe distancing to be maintained
- Considering whether an activity needs to continue for the business to operate
- Allocate clients to fixed ‘bubbles’ for training or sessions where appropriate
- Use phone apps and contactless payment to limit contact
- Staggering arrival and departure times
- Delivering activities remotely (where applicable) to engage an audience safely e.g. live stream gym classes/coaching/training sessions
Five Steps To Keep Staff & Customers Safe - 5

5. Support staff returning from furlough

- They have been out of the workplace for some time
- They are not returning to business as usual
- After a break people forget key issues particularly around health and safety – training is vital
- They may not be working with their usual team/shift/colleagues – think about team building
- Be open that mistakes and failures will happen and use this time as a learning experience to reflect on your business model and to share ideas and listen to staff
- Make sure you don’t just focus on work - keep the social side up where you can
- Use helplines and professional advice where needed
Health and Safety Briefing
RIDDOR REPORTING COVID-19

Updated HSE guidance has provided more clarity on when to report cases of COVID-19 amongst workers.

We are seeing examples of over-reporting and subsequent investigations by Regulators such as the HSE, Local Authorities and CQC.

This document provides a helpful reminder of the key points you need to consider when assessing whether a report under RIDDOR is required.

Whilst ‘extensive enquiries’ of the circumstances are not necessary, each case should be assessed so that an informed decision is made.

Reasons for your decision should also be recorded in writing.

We are supporting many Clients in relation to RIDDOR reporting and the wider implications.

Dangerous Occurrence

Incident resulted (or could have resulted) in the release or escape of coronavirus that has led to possible or actual exposure of coronavirus

For further advice Please Contact:

Emma Bowens
Partner
Tel: 0191 404 4182
Mob: 0771 869 9387
ebowens@dacbeachcroft.com

Based on information as at 18 June 2020

Disease

Diagnosis of COVID-19

Consider evidence - Lab test results, or Medical Practitioner identification of new or worsening symptoms (in writing if employee)

Reasonable Evidence disease is likely to have been caused by occupational exposure to coronavirus

Death

COVID-19 must be significant cause of death

Consider evidence e.g. death certificate

Reasonable Evidence death caused by occupational exposure to coronavirus

‘Reasonable Evidence’ Assessment

Consider on a case-by-case basis (not exhaustive):

• Whether the nature of the person’s work activities increased the risk of them being exposed to the virus.
• Whether a specific identifiable incident led to an increased risk of exposure.
• Whether a person’s work directly brought them into contact with a known coronavirus hazard without effective control measures in place (e.g. following PHE guidance).
• Work with the general public as opposed to work with persons known to be infected is not sufficient evidence of occupational exposure.
• Has a Medical Practitioner highlighted the significance of work-related factors re diagnosis.
• No requirement to record on a precautionary basis where there is no evidence to suggest that occupational exposure was the likely cause of an infection.
HR and Covid 19

• Employment legislation, e.g. The Equality Act 2010, still applies regardless of Covid 19
• There will be some who will need more flexibility because of their circumstances
• There may be staff who are unwilling to work with you and that is when HR measures come into play
• If you are a member of a professional body e.g. FIA, England Athletics, Chamber, FSB that have legal helplines included in your membership package make use of them
• You may need to review your staff contracts particularly their terms and conditions as we may face further periods of lockdown. You will need to consult the staff about this - we recommend you take advice if you are going to do this
• Staff can still take holidays as usual during this time and this is a good way of ensuring they get appropriate rest and recuperation time
• The same rules and regulations as normal apply to staff returning from parental leave, being sick etc
HR and Consultation

• Legally If you have fewer than 5 workers, or are self-employed, you don’t have to write anything down as part of your risk assessment. However, we recommend you do even if you only have one staff member as this is easier to share and creates an audit trail.

• You must consult staff about the risk assessment and health and safety matters - you will need a health and safety representative chosen by workers.

• As an employer, you cannot decide who the representative will be.

• You will need to brief staff and provide training about the protection measures, new routines and rotas and correct use of any PPE.

• Create an audit trail of any discussions and agreements – confirm all agreements by email and ensure you set up emails to show delivery and read receipts or use registered delivery.

• Ask employees to confirm they have received, read and understood emails/letters/details on changes of routine/rota and use of PPE etc.
Supporting Staff and Contractors

• Discuss any concerns with employees who raise an issue – this is a frightening time for us all
• Follow a clear procedure and ensure you make a recording or take notes of the meeting with their permission - note down their issues and try to agree a way forward or a compromise,
• As a very last resort and employees who feels they are faced with a dangerous working environment has the right to not suffer detriment if they leave or refuse to attend (section 44 of the Employment Rights Act)
• This means that an employee cannot automatically refuse a reasonable instruction to return to work without a good reason
• Staff who need to stay at home to look after children are legally entitled, as a minimum, to unpaid dependent leave or could be offered flexible furlough
• Some staff may face difficulties getting to work because of transport limitations – could you help with flexible hours, use of a company vehicle, a bike to work scheme, or fixed travelling partner scheme
• People are facing huge changes in their daily lives some struggle to cope with change more than others
• Employees who are juggling their personal and work lives are four times more likely to suffer from stress and/or suffer signs of burnout
Customer/Visitor Safety and Risk

- Place clear information on your website and your premises/where you are working
- Have a clear policy to cover staff or clients falling ill with Covid 19
- Ask client not to attend if they are ill/showing symptoms/in isolation
- Follow government guidelines and those set by your governing body/code
- Check with your insurance provider that you are covered and review your policies
- Check and update your terms and conditions and any disclaimers
- Review your contracts - key areas to start – staff, loans and the bank, insurance cover, key supplier agreements
- Learn from experience and boost your contingency and resilience plans. What you have learned from lockdown to better protect your business if another wave or pandemic occurs
Mitigating Risk

Check your contracts:

• Identify any areas where you be liable for your inability to perform or meet an obligation
• Note the issues impacting on your ability to perform (e.g. too many staff self isolating)
• Pay particular attention to ‘force majeure’ clauses which release or postpone contractual obligations where major events beyond the parties control interfere with performance
• Event Cancellations – check contract clauses as many contain provision for compensation on termination
• Frustration or Contractual Failure - In certain sectors businesses have not been allowed to operate. Contracts in these sectors may be deemed to be frustrated, freeing the parties from further contractual performance
• Seek advice if you are worried about claims that may be made against you or you feel you have a claim to make
Mitigating Risk – Data Protection

• Is your client data and documentation held securely?
• If you have implemented new systems and procedures are they robust and do they meet security requirements?
• Home and remote working can risk data protection and confidentiality, particularly in relation to GDPR and the Data Protection Act 2018
• Has your business been able to maintain necessary standards of GDPR compliance when your employees are working remotely? Particularly if staff are using their own PCs and laptops
• If staff members are using their own telephones and email addresses have you checked if that breaches regulations or your own policies?
• Do your software licenses allow for home working?
• Do you have enough license numbers to enable multiple staff log-ons when all staff are home working?
Support Clinics

• After this webinar we will be running 6 support clinics
• To access a clinic session note on your feedback form you wish to book a slot
• Your slots time will be confirmed and details of how to log in will be provided
• The clinics will be run in Teams
Your Questions?

Please use the chat facility in Teams to share your questions with us
Online Guidance

• Check the following websites for further reading and information:
  • CIPD - https://www.cipd.co.uk/
  • CMI - https://www.managers.org.uk/
  • FSB - https://www.fsb.org.uk/
  • ACAS - https://www.acas.org.uk/coronavirus
  • SHOUT – Text 85258 – crisis text support for mental health
  • Good thinking – www.good-thinking.uk
  • Mind – www.mind.org.uk
  • The Mix – www.themix.org.uk – advice and support for the under 25s
Implementing COVID-19 Measures

The UK’s Only Private Open Water Triathlon Venue

Based At Mallory Park Race Circuit

Rob Osborn
Director / Head Coach
First Steps

- **Information gathering**
  - Insurance company
  - Governing bodies
  - Venue owners
  - Study restrictions

- **Planning**
  - How to implement restrictions
  - Communicate to customers
  - Protect staff and customers
  - Financial impact of re-opening
  - Additional risk assessments

- **Preparation**
  - Putting the plan into practice
  - Prepare the venue and communications
  - Ensure all plans are implemented before communicating an opening date
What Have We Done?

- **Reduced Onsite Interaction**
  - Full online pre-booking system
  - No spectators
  - One way pedestrian walkways

- **Social Distancing Measures**
  - Activity specific distancing rules
  - Closure of enclosed areas
  - Restricted numbers for each activity session
  - Separate entry point for cycling

- **Additional Safety Team Staff**
  - Swim safety
  - Staged build up for all swimmers
Challenges
Top Tips

▪ Plan and research thoroughly

▪ Don’t rush back unprepared

▪ Expect to make changes after opening

▪ Customers actually get it
Anders Mankert, Advanced Fellow of the PGA

Leicester Golf Centre
Examples of change...

- Max 2 People per Bay
- Max 100 Balls per Bay
- Keep 2m Social Distance

This gives everyone a chance to use TopTracer

Thank you for your understanding

Happy to be Golfin again 😊
Examples of change...
Kevin Routledge, Director
Morningside Arena, Leicester
Music, Comedy & Bollywood Concerts
Basketball
Disability, Multi-sports & Community
World Championships
International Sporting Events
International TV Broadcasts
Largest Seated Venue in Leicestershire @ 3,000
National Amateur Tournaments
Corporate Hospitality upto 2,000
Conferences & Exhibitions
Preps for Restart

Challenge

How to we reopen *in a sustainable manner*, while giving confidence to our users, recognising:

• ‘We’ are 3 companies: Riders/ Riders Foundation (a charity)/ Morningside Arena

• Arena used for Riders/ community activities/ corporate/ major Events

• Major Events subsidise community activities
Preps for Restart

Status

• Venue deep-cleaned – ‘top to bottom’

• Complete repainting

• Redesign of reception to better control access

• Redesign of kitchen

• Access closed to certain areas of arena

• New hand sanitizers installed
Preps for Restart

Status

• New Covid-19 compliant on-line booking system (part of new ticketing system); includes questionnaires/waivers/contact information

• Mandatory pre-booking; scanning; in-venue temperature checks

• Covid-19 Officers appointed

• New Risk Assessment and Risk Mitigation model developed – compliant with HMG guidelines/Basketball England

• New arena procedures, including for cleaning
Preps for Restart

Status

• New staff training modules developed; and compliant training programmes designed for elite athletes

• New systems being tested in last two weeks of June by elite athletes (Riders) (undertaking personal training)

• Social distancing implemented, with ability to adjust; plus potentially every transaction can be contactless

• Monitoring updated HMG guidance, to evolve processes

• Financial models being developed to assess sustainable opening targets

• Reviewing any/all apps/software for users/crowd control
Mark Barber
Head of Community Development

Supporting the recreational Game during Covid-19
ECB Emergency Support – Clubs & Leagues

ECB Emergency Support – Clubs & Leagues
Following last weeks communications in relation to the ECBs emergency support packages during the COVID-19 outbreak, we now

April 17, 2020

Funding Webinar – Wednesday 22nd April

Funding Webinar – Wednesday 22nd April
The Community Team at LCCC will be hosting a live webinar at 7pm on Wednesday 22nd April to present

April 15, 2020
What clubs can be doing

• Visit the Sport England - Club Matters site
• Reviewing finances – identify the impact
  • Partially reduced season
  • Reduced season
  • No season
• Reduce expenditure and speak to debtors
  • Utility companies, TV licence, Subscriptions etc
  • Check with your brewery about ‘honouring unopened stock’
• Check your insurance – business interruption
• Don’t commit
• Communicate
• Don’t rush
Current Funding Landscape

Leicestershire & Rutland Cricket Clubs

Government Financial Support (via LA)

Sport England Emergency Community Fund

ECB Support Programmes

ECB Emergency Loan Scheme (interest free)

Return to Cricket Grant

Other Funding Streams

LCCC Community Team Support
Cricket supporting the national effort against COVID-19

Lutterworth C C
@Lutterworth_CC

On this day 6 years ago...
Our 1st XI were well and truly "Nelly'd" against @LboroTownCC
lutterworth.play-cricket.com/website/result...

Our 2nd XI crumbled losing 9 wickets for 30 runs against
@EnderbyCC lutterworth.play-cricket.com/website/result...

Fleckney Village CC
@fvcc

#FVCC can you guess the past or present fleckney player?
1. He once saw a 6 fly over his head and break the site screen
during an interclub game.
2. He is famous for his amazing crocodile catches (drops)
3. Legend says he once finished an over without having to call
an ambulance

10:49 PM - Apr 18, 2020
See Fleckney Village CC's other Tweets

Oakham Cricket Club
@OakhamCricket

Oakham CC will cycle/run the distance needed to travel from
Oakham CC to The Grange CC (Edinburgh) end back in 7 days,
a total of 614 miles - all for a good cause!

For more information and info on how to donate, see the just
giving link below... justgiving.com/fundraising/oak...

Oakham CC travel to The Grange (Edinburgh) and back
Rob Taylor is fundraising for Rutland Foodbank. Donate on
JustGiving
justgiving.com
Do not use the facility if you, or a member of your household has symptoms of coronavirus however mild - observe government advice.

Maximum two people using a net unless everyone is from the same household.

Wash your hands thoroughly before and after using the facility. Do not touch your face.

No indoor activity is permitted.

Adjacent nets not to be used (but every other net is ok if users maintain social distance).

Observe social distancing rules at all times.

Use your own equipment if possible, no saliva or sweat should come into contact with the ball at any time.

Usage should be booked with the club. No unauthorised use.

Please maintain 10 minutes between bookings.
USING OUTDOOR CRICKET FACILITIES DURING LOCKDOWN IN ENGLAND

Do not use the facility if you, or a member of your household has symptoms of Coronavirus however mild - observe government advice.

Maximum two people using a net unless everyone is from the same household.

Wash your hands thoroughly before and after using the facility. Do not touch your face.

No indoor activity is permitted.

Adjacent nets not to be used (but every other net is ok, if users maintain social distance).

Observe social distancing rules at all times.

Use your own equipment if possible. No saliva or sweat should come into contact with the ball at any time.

Usage should be booked with the club. No unauthorised use.

Please maintain 10 minutes between bookings.

Coaching can now take place with small groups of up to 6 people (including the coach).

Adjacent nets not to be used (but every other net is ok, if users maintain social distance).

Observe social distancing rules at all times.

Use your own equipment if possible. No saliva or sweat should be applied to the ball at any time.

Usage should be booked with the club. No unauthorised use.

Please maintain 10 minutes between bookings.
ROADMAP FOR THE RETURN OF RECREATIONAL CRICKET

ECB STATEMENT

England is currently in Step 3 of the roadmap for the return to recreational cricket. For recreational cricket in Wales, we understand that the Welsh Government are due to review current restrictions on 18 June, after which time we will provide further guidance on what a return to cricket activity for clubs in Wales looks like.

We will continue to be led by UK Government’s advice but we have identified five steps to the recreational game’s proposed phased return this summer:

Crickets is a non-contact sport that involves individual disciplines within a team environment. As such, forms of cricket can be played while respecting social distancing.

As the nation’s summer sport, we want to play our part in helping to get people active - particularly children.

We will move into Step 4 of the roadmap when UK Government guidance allows and when it is medically safe to do so.

We will continue to work with players, volunteers, officials, community cricket stakeholders and the UK Government to ensure future guidance is both safe and implemented at the appropriate time.

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**STEP 1**

**Lockdown**

23 March - 13 May

- At-home training and basic use of cricket grounds but not facilities e.g. nets
- Essential ground maintenance

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**STEP 2**

**Household activity**

13 May - 1 June

Guidance released 15 May

- Use of outdoor facilities (e.g. nets, outfield, wicket)
  - For individuals, individual households, or pairs of adults - all socially distanced
  - 1:1 coaching permitted
  - Essential ground maintenance
  - Use of outdoor facilities
  - All indoor facilities remain closed

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**STEP 3**

**Small group training**

1 June - TBC

Guidance released 5 June

- Cricket matches adjusted to remain socially distanced
  - COVID-19 adaptations for adult cricket
  - COVID-19 adaptations for junior cricket
  - Shorter formats - to allow more matches to take place
  - All ground maintenance
  - Outdoor facility usage
  - Restricted use of hospitality in line with government guidelines
  - Indoor facility usage in line with government guidelines

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**STEP 4**

**Adapted gameplay**

Date TBC

- All formats, leagues and competitions available
- Full facility usage

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**STEP 5**

**Unrestricted**

Date TBC

- All formats, leagues and competitions available
- Full facility usage

Moving to stage five would involve the removal of social distancing measures.
Panel Q&A
Thank You

Business Gateway Growth Hub
@bizgateway

Business Support Enquiry Form
bizgateway.org.uk

Business Gateway Growth Hub
0116 366 8487