Risk assessment for : Elmdene Group Ltd

Risk assessment name	Covid Secure Risk Assessment - Factories, Plants and Warehouses	**Assessment type**	⚠ General
Assessor name	Jayne Poole	**Affected site(s)**	The Millboard Company Ltd (CV8 3EJ)
Assessment date	14/12/2020	**Review period**	Custom
Approved by	Jayne Poole	**Review date**	31/03/2021
Approved date	14/12/2020	**Reference**	Ryton Manufacturing Site (V.14.12.20)

Description

This Risk Assessment sets out the controls that will be in place for the Ryton workplace and work activities in order to reduce the risk of transmission of the COVID-19 virus and demonstrate that the Millboard organisation is COVID- Secure.

Due to the emerging evidence and changes to Government Guidance, this risk assessment will be regularly reviewed; it is vital that the most up to date guidance is referred to. This can be found at https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

It should be noted that wherever possible people should still be encouraged to work from home.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

A. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.	All staff Cleaners How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.	**Appropriate Disinfectant Products Used In Line With COSHH Assessment.** Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission. **Cleaning Of Premises Before Work Commences** Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place. **Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk** Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal. **Increased Cleaning Frequency Of Cleaning Throughout Site** Increased cleaning regime in place throughout site. Particular focus on commonly touched areas, equipment, surfaces and common shared areas. **Workspaces Will Be Cleared Of Waste Frequently** Personal items removed at end of shift and increased waste collection in place.	2 x 5 **10** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
B. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.	All staff, Contractors Visitors How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.	**Employees Advised To Wash Clothing After Work** Work wear may be contaminated with chemicals, it should be removed in locker rooms & employees should change into own clothes. Social distancing in locker rooms should be observed. Work wear should be laundered regularly. in the event of any contamination of clothing, then the advice is to launder as soon as possible. **Increased Hand Washing Facilities Provided** Increased hand washing facilities provided throughout the site including at entrances, exits, different parts of the building and common areas. Where this is not possible sanitiser will be provided. Hand sanitiser will be available at the entry/exit turnstile. Employees should sanitise their hands on arrival & departure from site. **Increased Waste Management** Additional waste facilities will be available throughout the site with more frequent collection where appropriate. Bins will have internal bags which can be tied & these will be removed at the end of each shift. **Signs And Posters In Use To Remind To Practise Good Hygiene** Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis. Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing. **Use Of Face Coverings** If employees choose to wear face coverings then they will be supported in the workplace. Face coverings are not classed as PPE however advice will be given to employees on the correct use.	2 x 5 **10** Medium

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C. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.	All staff, Contractors Visitors How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.	**Controlled Movement Of People Throughout Workplace** Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points. Monitoring and regulation of higher traffic areas such as corridors, turnstiles etc. Use of signs and markings to indicate the direction of movement and safe social distancing in place where appropriate. Use of drop-off points and transfer zones to allow resources to be shared without direct contact with people. **Emergency Plans Updated And Communicated** People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough hand washing. First aiders will be instructed not to carry out CPR & will be provided with additional PPE to use if social distancing can't be maintained. **Employee Will Work From Home Wherever Possible** Where possible employees will work from home. **Information, Instruction and Training Provided To Employees** Employees consulted on risks and controls in the work place. Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of training courses, posters, signs, announcements and toolbox talks.	2 x 5 **10** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Minimal Employees To Attend The Workplace Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing. **Pro-active Monitoring In Place** Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective. A formal checklist will be regularly completed to confirm compliance with COVID-19 requirements. Random temperature checks of employees across all shifts will be carried out on a regular basis. **Remote Workers Adequately Supported** Adequate work equipment will be provided to remote workers. Regular contact will be made with remote workers so arrangements are adequate to support their physical and mental well being. **Signage In Place To Remind Employees Of The Controls** Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes). **Restrict Movement Of People Throughout Site** Employees discouraged from carrying out non-essential trips within the site - use of radios to communicate with others. Mobile phones are restricted for use to key line managers.	

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Staggered Shift Patterns Shifts and working patterns organised to reduce the number of persons on site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over. Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts. **Touch-based Devices Disabled Where Possible** Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled. For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use. **Use Of Outside Spaces For Breaks Where Possible** Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings. Monitoring of these spaces to be carried out to ensure adherence to social distancing. **Ventilation On Site Increased As Much As Possible.** Windows and doors opened as much as possible to increase ventilation in all workspace. Use of extraction fans may be used to increase ventilation. Adjustments to be made to ensure adequate ventilation remains in place. Fire doors will not be propped open. Guidance on use of Shared Air Condition will be taken with a competent engineer.	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed. **Will Follow Guidance For Test, Trace And Isolation** Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace. **Working Away From Home Strictly Assessed And Controlled** Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required. **Workspaces Organised To Support Social Distancing** Work equipment and work activities organised to separate employees to allow for social distancing. Use of markings to support social distancing. Use of protective screens between people to be used where possible. Job rotation to be reduced where possible to prevent shared use of machines or equipment.	

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Hazard	Who could be harmed and how?	Existing controls		Risk rating (L x S)
		Workstations (office areas) Will Be Organised To Support Social Distancing Workstations will be arranged so that social distancing can be adhered to. Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use and use of own peripherals such as mouse and keyboards. Where social distancing cannot be maintained further controls will be in place: Increased cleaning of surfaces Hand hygiene measures. Reduced Time spent in proximity Use of protective screens. Increased ventilation. Workstations organised so not working face to face.		
D. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.	All staff How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.	**Activity To Be Assessed To Deem If It Will Proceed** If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place. **Improved Ventilation In Place** Workspaces will be well ventilated through natural or mechanical means to increase air changes. Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved. **Increased Cleaning Carried Out** Increased cleaning of surfaces where people are operating within the advised social distance to be carried out. Processes to be paused where possible to allow for increased cleaning.	**Employees To Avoid Face To Face Work Where Possible** Where possible employees will work side by side or back to back to avoid working face to face. **Increased Handwashing / Sanitising Carried Out** Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.	3 x 5 **15** Medium

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently. **Teams / Partners / Cohorts Will Be Kept Fixed Where Possible** Fixed teams and partners will be in place where at all possible to reduce the level of possible transmission. **Time Spent Within Advised Social Distance To Be Kept To A Minimum** The time where persons are within the advised social distance will be kept to as short a time as practicable possible. **Use of personal protective equipment (PPE) And Face Coverings** Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment. Additional PPE beyond what is normally worn to control workplace risk, for management of covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure. Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.	

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E. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.	All staff, Contractors Visitors How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.	**Cases Recorded and Investigated.** Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required. **Employee Not To Return To Work And Should Self-Isolate** For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed. Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days. **Employee To Go Home Immediately** The employee will be sent home directly from work and maintain social distancing to do so. If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines. **Good Hand Washing/Hygiene Procedures Observed** Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned. **Waste Disposed Of With Care With Local Guidelines.** Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste then arrangements for clinical waste collection will be made.	4 x 6 24 Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow. **Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.** https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons. For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection. Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.	
F. Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.	All staff How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.	**Safer Travel Supported** Car sharing with people from different households will be discouraged. Alternatives such as walking and cycling will be supported with increased facilities. Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing. **Shifts Staggered** Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts. **Work From Home Where At All Possible.** Employees will work from home where possible to prevent the need to travel and enter the workplace.	2 x 5 **10** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
G. Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.	All staff, Contractors Visitors How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.	**Access To Toilets / Showers/ Changing Rooms Controlled** Restrictions on the number of people using facilities at any one time to allow for social distancing. Use of markings and posters to indicate the social distancing requirements. **Canteen Facilities Restricted** Canteen and kitchen access restricted to limit number of people permitted at any one time. Employees encouraged to bring in own food to avoid the need to use facilities. Fridges will be segregated by team. Food containers must be clearly marked with employee names. No food or drink to be left in fridge at the end of a shift. **Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.** Increased cleaning of the welfare facilities will be carried out on site- especially portaloos if in use. Increased frequency of cleaning of kitchen facilities to be carried out. Employees to clean kitchen items before and after use. **Numbers Of People In Common Areas Managed.** Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to. **Pro-active Monitoring In Place** Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing. A formal checklist will be regularly completed to confirm compliance with COVID-19 requirements. **Break Times Staggered And Employees Remain On Site** Employees to remain on site where possible during breaks. Break times to be staggered to prevent the gathering of people.	2 x 5 **10** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.	

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
H.Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.	All staff How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.	**All Items To Be Cleaned Regularly** Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product. Focus will be given to commonly touched areas such as handles, dials etc. **Good Hand Washing/Hygiene Procedures Observed Before and After Use** All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles. **Mitigation Of Risk For Employees Travelling And Working Together** Workplace transport such as vans will have limited persons permitted. Driver only allowed in vehicle. Passenger seats will be left empty & signs will be posted in vehicles to act as a reminder. Pairs or teams to be fixed to reduce the number of people mixing. Windows to be kept open during travel to improve ventilation. Windows to be kept open during travel to improve ventilation. **Non-essential Travel Prevented** Journeys will not be made where at all possible and work carried out remotely. **Rotation Of Jobs And Equipment Reduced** Rotation of jobs and equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination. **Vehicles Not Shared Where At All Possible** Where the job permits, vehicles will not be occupied by more than one person at any one time. Where possible the same person will use the same vehicle and not swap with other drivers. If vehicles are to be used by different people at different times then they will be cleaned before and after each use.	2 x 5 **10** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
I. Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.	All staff, Contractors Visitors How? Transmission of Covid-19 between visitors to site and employees.	**Access To Welfare Facilities Controlled** Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored. **All Visitors To Site To Be Pre-Arranged And Times Staggered** Non-essential visitors/contractors /customers to be requested or permitted on site. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site. All visitors to complete a COVID-19 questionnaire in Security Reception before being admitted to site. **Delivery Drivers To Remain In Vehicle Where Safe** Where there is no risk of drive-aways and is safe to do so, drivers will wait in vehicles until required. **Documentation Issued Electronically Where Possible** To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible. **Good Hand Washing/Hygiene Procedures Observed By Employees** Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitsier where this is not possible- before and after any interaction with others. **Increased Cleaning Regime In Place For Touch Points And Interfaces.** Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops, re-usable delivery crates.	3 x 5 **15** Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Information Communicated To Visitors Prior communication issued to expected visitors to site through phone, email or website. Information signs displayed at visitor arrival areas to make procedures clear. **Managed Entry** The number of people permitted inside the premises will be restricted to allow effective social distancing. There will be the use of effective queue management outside the premises where necessary, The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people. **Protective Interface Established** Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee. **Remote Communication Encouraged** Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site. **Revised Pick Up and Drop Off Procedures** Designated areas with clear signage in place to reduce contact with rest of workforce. Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors. Limited people to carry out the unloading/ loading and maintain fixed pairs or teams wherever possible will be used. **Sanitiser Available At Visitor Interfaces.** Sanitiser available at locations where contractors / visitors will present to employees.	

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements. **Visitor Records Maintained** Records of those who have attended site to be maintained where possible. **Waiting Area For Visitors / Contractors Well Managed** Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.	

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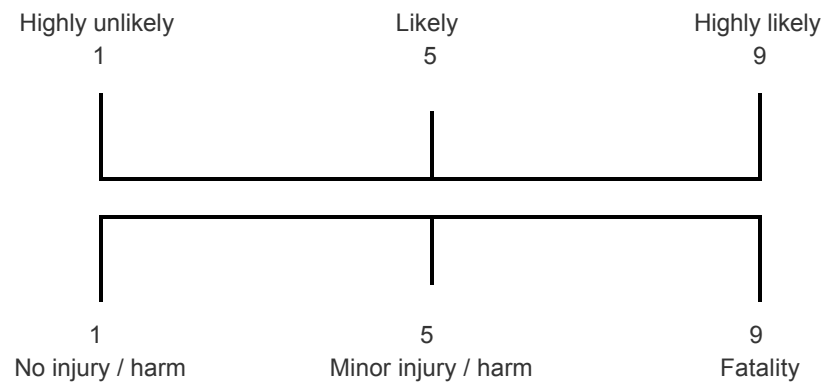| Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
J. Meetings People coming together in close proximity to attend meetings.	All staff, Contractors Visitors How? Increased risk of transmission of Covid 19	**Meetings Carried Out Remotely Where Possible** Where possible meetings will be carried out remotely to avoid the need for people to come together. **No Sharing Of Equipment Permitted** No items are to be shared at any time during the meetings such as pens, computers etc. **Social Distancing To Be Maintained** All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate social distances. Random checks of employee temperatures to be conducted. **Meetings To Be Held In Well Ventilated Locations** Meeting to be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation. **Sanitiser To Be Provided** As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.	2 x 5 **10** Medium

Further control measures

None required

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Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

• Increasing the frequency of hand washing and surface cleaning.

• Keeping the activity time involved as short as possible.

• Using screens or barriers to separate people from each other.

• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

• Improving ventilation

• Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.

• No one is obliged to work in an unsafe work environment.

Taken From: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.

Highly unlikely	Likely	Highly likely
1	5	9

1	5	9
No injury / harm	Minor injury / harm	Fatality

What do your risk ratings mean?

■   Risk is categorised as LOW: Look to reduce risk if practicable

■   Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately

■   Risk has been categorised as HIGH: Immediate action required to reduce the risk

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Assessor's signature: Jayne Poole

Approved by signature: Jayne Poole