GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **The Raymond Priestley Centre** | **Department** | **Campus Services, UBSport** | **Version / Ref No.** | **05** |
| --- | --- | --- | --- | --- | --- |
| **Activity Location** | **Coniston, Cumbria** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****Full time staff working at the Centre (mainly outside) – total 10****University staff and Alumni with families accessing the building - total 26** |
| **Assessor** | **John Douglas** | **Assessment Date** | **19052021** | **Date of Assessment Review** | **19/05/2021** |
| **Academic / Manager Name** | **John Douglas**  | **Academic / Manager Signature** |  |
| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OrganisationalOrganisational | Psychological well beingPsychological well being | Staff / StudentsStaff / Students | Anxiety and stress caused by concerns around returning to work and studies on CampusAnxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via Zoom team meetings, 1:1 Skype calls, phone calls, staff WhatsApp group, One Drive to share documents, health & safety meetingsto ensure staff and students are not ill-informed about returning to work safely.Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via Zoom team meetings, phone calls, health & safety meetings and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk assessment shared with staff via email and a copy is available on the Centre’s share drive that staff can access. New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and available for staff to reference on Centre’s share drive. These include:* ***Social distancing: General guidance for staff and students***
* ***Social distancing: Buildings adaptations guidance***
* ***Social distancing***: ***Product solutions booklet***
* ***Social distancing: Building checklist***
* ***On-line induction materials for returning to campus***: combination of the guidance and videos.

<https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>* ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**

Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via induction and team meetings of guidance available in relation to this:https://www.hse.gov.uk/stress/<https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx><http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Strss.pdf> | 11 | 22 | 22 | YesYes | These will be maintained going forward as valid and beneficial lines of communication and discussion.WhatsApp group used for sharing information. One Drive for sharing documents eg risk assessment. | 11 | 22 | 22 | Norman Beech | 8/6/20 | 11/6/20 |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team during staff meetings and in 1:1 meetings and look at ways to reduce causes of stress as we consider the work scheduled for the week ahead and expected to be carried out on specific days eg group arrival. Concerns on workload issues or support needs are escalated to line manager informally during the day or formally in staff meetings.Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:* Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus.
* Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.

[https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19%22%20%5Cl%20%22who-is-clinically-extremely-vulnerable)Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.<https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages: <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx> | 1 | 2 | 2 | Yes | As staff return to work these areas will be included within staff meetings and 1:1 conversations | 1 | 2 | 2 | Norman Beech | 15/6/20 | 12/1/21 |
| Biological(Appendix 2 General background and risk management) | Virus transmission in the workplace | Staff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Raymond Priestley Centre Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance. Managers ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.Managers keep track of when staff and students can return to work/Campus after the symptom free period.Regular access to Lateral Flow Device screening tests provided to staff and students who are coming onto Campus.The University’s ***[On-line induction materials for returning to campus](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx)***  combination of the guidance and videos have been provided and completed for all staff in University buildings*.* To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) will receive a building specific induction including information and inductions (as necessary). This is in the form of a site walk around.Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g. carrying out services out of hours, or when few people are in the building on change over days or when people are out on activities. Un-essential trips within buildings and sites prevented and discouraged e.g. access to some areas restricted, use of both radios and telephones encouraged, staff have mobile phones to avoid shared use also radios assigned to specific staff for personal use. | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 22/6/20 | 12/1/21 |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing  | Staff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Only essential work authorised and approved by the Government and University is permitted in University buildings.Workplace routines changed to ensure room/building capacity calculated to maintain at least 2m social distancing is not exceeded including: * Change to peak staff entry and exit times. Small number of staff involved and arrival meeting scheduled to be outside or in large covered area with open sides. Indoor Spaces ventilated.
* Amended shift routines, staff handovers and team briefings - staff separated into catering and activity delivery teams to reduce contact between employees. Office area - reduced occupancy level with room capacity sign displayed to avoid overcrowding.
* Job and location rotation reduced. Staff have specific work areas in the building to limit inter-actions, also specific toilets to use.

To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.Work has been arranged so that staff can maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Raymond Priestley Centre Building checklist***(The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace. (See Appendix 1)Staff activities are segregated to promote 2 metres distance including: * Workstations moved or staff relocated. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised.
* Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing,
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. offices, meeting rooms.
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.) Posters display room capacity.
* Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
* Where available safe outside areas used for break.
* Welfare area for staff has been assessed in accordance with government guidance and tables/seating arranged to create 2m social distancing separation. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed.
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:* Queuing systems or processes
* 2m spacing in waiting and reception areas

Visitor arrangements have been revised to ensure social distancing and hygiene at all times. Visitors eg water hygiene contractor are met on arrival and site induction conducted. These measures are monitored twice daily by the Centre Manager walk around and where necessary concerns fed back to the Senior Instructor.All corridors are :* Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart).
* Have a one way system around the building.

Additional signage in corridors reminds staff about social distancing.Wash hand / use hand sanitiser on exit from building.Social gathering amongst employees are not permitted.Large gatherings including University events organised in public outdoor spaces have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)Managers perform frequent evaluation against social distances controls. Evaluation is in relation to compliance to the guidance given to staff. Staff are reminded on a daily basis in socially distanced team meetings of the importance of social distancing both in the workplace and outside of it.Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.Only essential work authorised and approved by the Government and University is permitted in University buildings. Where the 2m social distancing guidelines cannot be followed in full in relation to a particular essential activity consideration will be given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include: * Further 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).
* Re-engineering the technical activity.
* No working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building.The only learning environment to be currently used at the Raymond Priestley Centre is outside of the building. Individuals have been reminded through induction on arrival on site of how to use face coverings safely including the following:When wearing a face covering you should:* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
* avoid wearing on your neck or forehead
* avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
* change the face covering if it becomes damp or if you’ve touched it
* avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)

When removing a face covering:* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
* only handle the straps, ties or clips
* do not give it to someone else to use
* if single-use, dispose of it carefully in a residual waste bin and do not recycle
* if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric
* wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

PPE is provided for individuals working in close contact roles for example, first aiders. The taking of PPE home is not permitted.Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures) has been utilised for examples in best practice for putting on and taking off (donning and doffing).Hygiene guidance given during induction such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Adequate training has been made on what PPE is required for first aid (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), the correct donning/doffing of PPE and face fit testing. Government advice is followed:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe><https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilized for examples in best practice for putting on and taking off (donning and doffing). Where 2m physical distance cannot be kept, one person will be assigned to work in that work area. Posters displaying room limit numbers for people will be used.Staff to be responsible for “Contact then Clean”. Wipe all surfaces that others may use such as photocopier or staff bathrooms. Your work area should be wiped down at least every day by yourself. Limit touching of surfaces as much as possible especially if they are shared at all.Increase the frequency of cleaning in all areas and state who is responsible. All staff required to maintain good hygiene and good housekeeping every day in all activities & called out by colleagues.Identify objects and surfaces that are touched regularly and decide how frequently they are cleaned or identify them visually to show they are high contact points for all.Moving around buildings (see visual reference in Appendix 2 for methods to be used to manage the virus)Staff to follow the building's one-way system at all times and set the example of how it is used to all visitors and clients.https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdfKeep movement within the building to a minimum, meet people outside as much as possible. Housekeeping staff not to moving around inside at the start of activities when more people are leaving the building, wait until the people have left the building.The use of tape on the floor to help people keep a 2 m distance. especially in waiting areas, near bathrooms or dining queues etc.<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>Office/kitchenAny “desk” work should be limited to staff assigned a workstation in the office or flat area. No sharing of workstations is allowed. If there is a lot of paperwork and admin to be done staff should consider where this is best done, ie WFH, extra stations set up, own laptop use etc.<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>Staff to wash their hands after all deliveries have been handled and stored. Some inward goods will need cleaning down before use. Try to order goods well in advance of their use. Consider ordering enough to avoid more deliveries on site. See specific details on cleaning for effective cleaning advice.Activity staff to be made aware of only one group in the stores at once. Workshop, Kit/Sail stores have agreed start times to avoid too many people in one area. Kit is taken to the clients.If activity staff do need to work together for short periods work side by side, or back to back,Staff to arrange equipment required for each day and avoid the need for equipment to be passed to each other directly ie use collection points, racks, or kit laid out on floor/benches.Limit the use of whole staff breaks, staff to eat and take breaks outdoors as much as possible. The use of the old yurt for extra space at meal times if required. Staff will not use the dining room to allow extra space for visitors and limit the number of people inside. Staff to “Contact then Clean”, at meal times, maintaining good housekeeping by washing up their own crockery as used at break times.Briefings/MeetingsStaff briefed remotely as much as possible by email, phone calls, messaging. Any staff meeting required should be outdoors as much as possible and all should maintain 2m separation throughout. Staff aware of what activities will be organised well in advance so that they and any equipment is made ready well ahead of start-up times.Staff Changing areas/ToiletsStaff encouraged to be ready in good time, avoid multiple use of staff changing rooms, arrive at work dressed for the activity as much as possible.Staff to clean their own equipment after each use “Contact then Clean”. Staff toilets must be cleaned down after every use by the user. Cleaning staff will deep clean these areas on a regular basis. Ensure handwashing stations for staff are ready for use and cleaned daily.https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf | 333333 | 111111 | 333333 | YesYesYesYesYesYes |  | 333333 | 111111 | 333333 | Norman Beech | 7/7/209/9/2018/1/21 | 12/05/2112/1/21 |
| Biological Biological | Suspected case of COVID-19 Suspected case of COVID-19  | Staff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:* If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any student appears unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed in staff meeting on actions to be taken in the event of someone being suspected of having COVID-19.
* Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
* Employees to follow the Government advice: <https://www.gov.uk/coronavirus>
* Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* If an individual tests positive for Covid-19 this will be managed in accordance with the University’s .[Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).
* If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
* Individuals will be told to isolate because they:
	+ have coronavirus symptoms and are awaiting a test result
	+ have tested positive for coronavirus
	+ are a member of the same household as someone who has symptoms or has tested positive for coronavirus
	+ have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 33 | 11 | 33 | YesYes |  | 33 | 11 | 33 | Norman Beech | 22/6/20 | 12/1/21 |
| Biological | Someone entering the workplace with COVID-19 | Staff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) for review regarding COVID-19. Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 22/6/20 | 12/1/21 |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace | Staff/students/ any client group visiting the Centre/ members of the public/delivery driversStaff/students/ any client group visiting the Centre/ members of the public/delivery driversStaff/students/ any client group visiting the Centre/ members of the public/delivery driversStaff/students/ any client group visiting the Centre/ members of the public/delivery driversStaff/students/ any client group visiting the Centre/ members of the public/delivery driversStaff/students/ any client group visiting the Centre/ members of the public/delivery drivers | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed in inductions and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas eg kitchen and equipment store where they will be seen.Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.Individuals are reminded in arrival induction to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace as agreed with Estates Project manager. See Appendix 3.To help reduce the spread of coronavirus (COVID-19) individuals are reminded in staff briefings of the public health advice:<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed during inductions on the importance of keeping surfaces and work equipment clean. Cleaning products are available in the lounge, games room, bedrooms and bathroomsThere is limited or restricted used of high-touch items and equipment, e.g. printers or whiteboards. Sharing of equipment is restricted where possible and cleaned / disinfected before and after use. Objects and surfaces that are touched regularly are cleaned frequently, with anti-bacterial sprays, such as door handles and keyboards, and making sure there are adequate disposal arrangements.Internal doors that are not signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided and, where not possible workstations are cleaned between different occupants including shared equipment by the user before and after use.There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.There are cleaning procedures for goods and merchandise entering the site. Greater handwashing facilities have been introduced for workers handling goods and merchandise via provision of hand sanitiser at office and kitchen store areas. Non-business deliveries stopped, for example, personal deliveries to workers.Area where people directly pass things to each other, for example safety kit for watersports, have been identified and ways to remove direct contact have been introduced. These include use of training videos on how to put on and adjust buoyancy aids and drop off points for equipment.Everyone is encouraged in staff induction and group briefings to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc before after and during work. Storage for workers clothes and bags provided in staff changing area e.g. lockers and staff encouraged to use them.Monitoring and supervision arrangements eg signature system to show when and who cleaned specific areas have been put in place to ensure people are following controls. Centre Manager does walk round checks to ensure compliance.COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area). All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.Separation of individuals and personal items in all areas to allow for social distancing (through use of family/household bubbles. Designated equipment for individuals to use eg buoyancy aid and wetsuit, designated dining room table and bathroom with toilet and shower and wash basins assigned to individual families).Specific areas to be used by staff (Catering staff only use kitchen and Centre Office bathroom. Have separate access to kitchen. Changing area specifically for instructional staff. Equipment store and boathouse store specifically for Centre staff. Staff only office area. Yurt for staff only as rest area).Allocated social spaces for different family units.The lounge is divided into two areas for two family groups to use it and maintain social distancing. The Terra Nova Room is divided to provide space for two family groups to sit down and maintain social distancing. Staggered arrival and departures for visitors. - Staggered arrival times, after 12pm. Families staying in bedrooms arrive 1 hour apart. (see visual reference in Appendix 2 for Housekeeping for Family camps)Families camping not necessary to stagger arrival time. (Same with departure).Separate Family Bedroom Areas (4 in Dorm Area, 1 in Group Leader area, 1 in Yurt).Families only to use 4 dorm rooms from the 8 available per camp, alternate dorm rooms unused to provide buffer in corridor.Separate Family Bathroom facilities in Group Leaders Area, wheelchair accessible bathroom. Bathroom facilities for family groups - 2 families sharing each main bathroom with specific wash basins, shower cubicles and toilet cubicles marked for their use only. Hand Washing Stations set up with Sanitiser Gel at various places around the Centre (Outside main entrance and next to equipment store, on entry to the dining room and outside rear Centre entrance door).Signage up in toilets for wiping down handles/door knobs/edges after each use.Signage for correct handwashing methods at each sink. Signage to remind families of the need for social distancing measures in areas such as kitchen, main entrance, exits etc. A thorough and specific cleaning programme. Appropriate PPE to enable this (gloves, apron, mask).New prompt sheets for cleaning measures and daily expectations of cleaning in each area. General cleaning of the centre (by RPC Staff) each day when use of the building is low i.e. 10-11am. Cleaning of fire escape rails, door handles, key pads, fridge handles.Separation of kit in drying rooms. Use of outside clothes lines. - Drying Room – One rail per family, one family member responsible for going in/out of the drying room, one person in the room at a time. Whirly Gigs outside for extra drying 2m spacing marks on the floors of the Centre.Centre to have a 72hr period between the end of one camp and the beginning of the next.Centre to be cleaned by RPC staff after this 72hr period has elapsed.Catering and Dining arrangements(see visual reference in Appendix 2 for kitchen/catering plan)Staff believe that to cut down on unnecessary contact and dramatically reduce the risk of cross contamination, the camps will be fully catered. Each camp will have a maximum of 6 families to be catered for.Families to notify RPC of any food allergies/dietary requirements in plenty of notice so this can be catered for.Appropriate PPE (gloves, apron, mask) to be worn during food preparation.Each family to be allocated a shelf in a fridge where they can store any special items of food they bring. Separate times for meals. Procedure for meal times explained to visitors (detailed below).Segregation of different family groups at meal times. Each family to be allocated a table in the dining room for the duration of their stay, they will be a minimum of 2m apart. There will be 2 sittings for each meal in the dining room. Breakfast will be of a continental style and will be left prepped for each family and stored on their allocated fridge shelf the evening prior. (Toaster on each of the 3 tables.)Lunch will be prepped after families vacate the kitchen in the morning and will be left prepped on the allocated fridge shelves for each family. If the Lunch has a warm component to it, this will be left on each allocated table, or on the serving side to be collected by the family for second sitting.Dinner will be prepped after lunch has ended and families have vacated the kitchen area. The meal will be prepped for each individual family group and left on the allocated tables or on the side serving area for collection for second sitting. Families are responsible for bringing their used pots/washing up to the sink (scraped and stacked neatly) so that they can be washed by a member of staff wearing PPE, gloves, apron and mask.Families are responsible for wiping down their table and benches after every meal. Leaving it completely clear of any cutlery/pots/glasses. This is explained during the Centre induction when they come on site. They are reminded at each meal time.Due to this arrangement the kitchen will not need a screened off area and the staff will not have to serve meals or be present in the kitchen area during meal times.Daily clean down policy in-between meal times for kitchen (carried out by staff). New cleaning prompt sheet to be written and put up in main kitchen. Clean down policy to be adhered to with continued assessment and updating to abide with government guidelines. Signage up for correct handwashing methods at each sinkSignage up for social distancing measures in areas such as kitchen, main entrance, exits etc. Signage up for being vigilant on wiping door/fridge handles after using them. Sanitising hand gel very useful in these areas.New prompt sheets for cleaning measures and daily expectations of cleaning in each area. <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>Provision of outdoor activities(see visual reference in Appendix 2 for Generic Activities) Briefing & introductions done at a social distance, contact always avoided. Briefings will take longer to allow for remote checking (e.g. harnesses/ buoyancy aids). Central coordinator to check.Briefings with families staggered to avoid use of kit areas by more than one family, or by more than 1 instructor. Briefings performed outside whenever possible. PPE issued at start of week to individuals i.e. buoyancy aids and wetsuits. Also waterproofs/boots etc. Own wetsuits, boots etc used if possible – encouraged. Each instructor given own shelter/ first aid kit and PPE at start of week (or permanently for the time being?)Each instructor has hand sanitiser & wears gloves (any type) where they can. Each family asked to bring hand sanitiser.Use of paddles/ craft etc where gear must be re-used: Have buckets with disinfectant for use by participants at end of session e.g for use on boats/ paddles. Reduce risks of cross contamination. Set up a kit used/quarantined area.For land activities, have quarantine bin system for use of ropes/harnesses with clear labelling of ‘Last Used’.Some craft out of commission or can only be used at start/end of weeks to allow 72 hour quarantine period. Clear labelling of ‘Last Used’ system.If PPE is used by participants it is kept for the whole of the stay and then cleaned eg harness for climbing.Avoid contact with others using public spaces eg cafes & restaurants (assuming they are open) Bluebird Café may operate a takeaway?* Public footpath - keep gates open.
* Whole day activity – each family talks with instructor to agree options for journeys/ skills/ relaxing/ etc.
 | 333333 | 111111 | 333333 | YesYesYesYesYesYes |  | 333333 | 111111 | 333333 | Norman Beech | 7/7/20 | 12/1/21 |
| Organisational Organisational | Exposure to Existing HazardsExposure to Existing Hazards | Staff/students/ any client group visiting the Centre/ members of the public/ delivery driversStaff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware in staff briefings that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes.
* **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date.

Training to update staff on current protocols.(see visual reference in Appendix 2 for First Aid) Update clients on First Aid - expectations/ limitations/ delays.If a minor incident occurs first aid should initially be done at a social distance, contact being minimized by guiding participants to help each other. If a major first aid incident occurs, it will be dealt with by the instructor. This is a risk that is necessary. Although precautions will be taken such as no mouth to mouth etc.PPE needs to be upgraded, so any closer contact will be undertaken using gloves, goggles or visors and a mask for both staff and clients.PPE to include use of disposable aprons for use in/near centre, or waterproofs which can be safely removed and cleaned appropriately. First aid kits need to be updated to include extra PPE and updated protocols.After responding to any closer contact first aid incident, decontaminate or depose of all kit. Then use a buddy system to safely remove PPE.Resus council advice:<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>Government advice: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders><https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>* **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by RPC staff on the scene to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).Security implications of changes made to operations and practices in response to Covid-19 Local or National Government requirements have been considered.Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 1 | 3 | YesYes |  | 33 | 11 | 33 | Norman Beech | 29/6/20 | 12/1/21 |
| Environmental | Inbound & Outbound Goods including Post | Staff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit so that social distancing can be maintained at all times has been considered and include: * Pick-up and drop-off collection points, procedures, signage and markings revised.
* Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
* Delivery & receipt confirmation made contactless, physical contact when handing goods over to the customer has been avoided.
* Where possible deliveries stripped of packaging (and disposed of).
* Strict hand washing procedure in place after handling all deliveries.
* If possible deliveries remain isolated/untouched for 48hrs min
 | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 29/6/20 | 12/1/21 |
| Environmental | Virus transmission outside of the workplace | Staff/students/ any client group visiting the Centre/ members of the public/ delivery drivers | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside/approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).There is signage advising staff to wash their hands regularly and not to touch their face. See Appendix 3.There is one door for access and one door for egress and one way systems are in force in the building.Building access control is used during busy spells in the building and for any Local or National Lockdown periods. Centre Manager and Senior Instructor will oversee building access control during busy spells in the building ie one out one in.Controlled access and egress is monitored by Centre Manager and Senior Instructor to ensure it is followed eg checks on numbers in rooms. | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 7/7/20 | 12/1/21 |
| Organisational | Travelling to work | Staff/any client group visiting the Centre | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they do so in accordance with Government and University Guidance: <https://www.gov.uk/coronavirus><https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx> | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 22/6/20 | 12/1/21 |
| Organisational | Driving at work | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is not permitted during the National Lockdown period and is minimised at all other times – remote options considered first. Staff do not car share. Job and location rotation has been reduced. Journeys have been scheduled and delivery/collection times to reduce contact with others.Shared vehicles are frequently cleaned including between shifts or on handover by the driver. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off. Driver to top up supplies after they clean vehicle.Staff are encouraged to wash hands before boarding vehicles. | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 22/6/20 | 12/1/21 |
| Mechanical | Machinery & Equipment | Staff/students/ any client group visiting the Centre  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected by Centre cleaning staff. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations by the user. Where this is a visitor on a course they will be supervised by a Centre member of staff. | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 22/6/20 | 12/1/21 |
| Environmental | Ventilation | Staff/students/ any client group visiting the Centre | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.Ventilation systems will be maintained in line with planned and preventative maintenance schedules.General considerations reflected on during reopening of the buildings in relation to the Ventilation and fresh air to occupied spaces. Core strategy based on ‘CIBSE Covid-19 Ventilation Guidance’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>The guidance is constantly under review by the University’s Estates as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems. CIBSE Covid-19 Ventilation Guidance  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ> Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically. Building users are encouraged where possible to ensure windows are open. | 3 | 1 | 3 | Yes |  | 3 | 1 | 3 | Norman Beech | 29/6/20 | 12/1/21 |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors**  |
| --- | --- |
|  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Domains**  | **Negligible**  | **Minor**  | **Moderate**  | **Major**  | **Catastrophic**  |
| **Impact on the safety of staff, students or public (physical / psychological harm)**  | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.Requiring time off work for <3 days  | Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident  | Major injury leading to long-term incapacity/ disability (loss of limb)Requiring time off work for >14 days  | Incident leading to death Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability** Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |
| --- | --- |
|  | **Likelihood**  |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
|  | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **5 Catastrophic**  | 5  | 10  | 15  | 20  | 25  |
| **4 Major**  | 4  | 8  | 12  | 16  | 20  |
| **3 Moderate**  | 3  | 6  | 9  | 12  | 15  |
| **2 Minor**  | 2  | 4  | 6  | 8  | 10  |
| **1 Negligible**  | 1  | 2  | 3  | 4  | 5  |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.

Appendix 1

**One Way System To Operate In Centre, With Appropriate Signs**



**Appendix 2 General background and risk management** with reference to: MREW The Unlocking Phase – PPE- Rationale.V2. May 20 MKG Medical

Covid-19 is an infectious viral disease that is spread between humans mainly from droplets that originate from the lungs. These enter the body through the nose, mouth and mucus membranes of the eyes. It can also be contained in saliva. If the virus lands on an external surface it can cause infection when a person moves this to their face. It does not enter through intact skin.

**We can use PPE to:**
1)  Create a barrier to prevent entry – face mask, eye protection.
2)  Containment – we have a clothing barrier that we can allow to become “dirty” but remove this in controlled conditions, isolate the virus and then destroy it by decontamination.
**There are four possible sources of infection:**
1)  Ourselves – the potential to give the virus to others.
2)  General Others – the potential to receive the virus from co-workers, group members, regular site visitors (delivery persons) and members of the public.
3)  Specific Others – who may or may not have the virus but we need to interact within 2 metres. The main example here is giving first aid or conducting an activity specific rescue.
4)  Solid objects e.g. door handles, equipment etc
**The methods we have to manage the virus are:**
1) Hygiene – e.g. hand washing, alcohol gel, surface decontamination.
2) Behavioural – e.g. social distancing, minimising group size.
3) PPE – e.g. creating barrier to prevent entry or contain spread.

**1**

**2**

**3**

These methods work in collaboration. Therefore when one method is compromised because it cannot be achieved, we must rely on the other two. The more methods we compromise the less “safe” we become.

When making a risk assessment, it can be useful to give a quick visual reference to which of these methods are being used. For example:

Use of the dining room by family groups

Our main control when using the dining room, is to isolate family groups so that so do not interact and to maintain good cleaning procedures.

**Appendix 2 (continued)**













**Appendix 3 Covid Poster/Signage Location Within the Raymond Priestley Centre Ground Floor**



**Appendix 3 Covid Poster/Signage Location Within the Raymond Priestley Centre Lower Ground Floor**

