



Facility: SLL	Date: 04.11.21	Review Date: On going
Risk Assessment: COVID-19 Risk assessment (Plan B)		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

Hazard: Potential reignite of Infection to (Customers & Staff)

<p>Risk:</p> <ul style="list-style-type: none"> • Lack of Cleaning schedules • Lack of hand sanitation stations • Perspex screens 	<p>Customers Staff Contractors & Visitors</p>	<p>SLL have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify. Working Safely guidance sets out a range of mitigations employers should consider including:</p> <ul style="list-style-type: none"> • Cleaning surfaces that people touch regularly; • Identifying poorly-ventilated areas in the venue and taking steps to improve air flow; • Ensuring that staff and customers who are unwell do not attend the workplace or venue • Communicating to staff and customers the measures you have put in place. • One way systems can be removed unless they do not impact customer experience / centre security. • All Facilities must continue with a recorded record of cleaning tasks and schedules. • All Facilities must adjust their sites specific risk assessment and train all changes to their staff; all training must be recorded. • Display corporate marketing updated signage around the facility including QR codes • Hand sanitizer stations will remain in place throughout the building. • SLL are a registered test centre and provide free LFT to staff • To collate information about staff that are off of work due to contracting Covid-19 the Covid-19 table must be sent to FM Support every Friday.
--	---	--



List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
---------------------------------	--	---

Hazard: Access and Egress

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
<p>Risk:</p> <ul style="list-style-type: none"> • Pinch areas • Entrances/Exits • Corridors/circulation areas • Waiting areas • Face coverings 	<p>Staff/Customers/Visitors and Contractors</p>	<p>While there is no longer any legal requirements for social distancing, we recommend encouraging customers to keep their distance from each other wherever possible; especially those who have not been fully vaccinated or may be at higher risk or are near people they do not live with.</p> <p>The capacity limits for indoor facilities are no longer in place, but we would again recommend a sensible approach (based on a risk assessment) to prevent overcrowding and allow space for those who wish to maintain some degree of social distancing and to respect personal space.</p> <p>From Friday 10 December, face coverings will become compulsory in most public indoor venues, such as cinemas, theatres and places of worship. There will be exemptions in venues where it is not practical to wear one, such as when you are eating, drinking or exercising. For that reason, face masks will not be required in hospitality settings. See a full list of places where you must wear a face covering</p> <p>In indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. Staff and Customers should wear a face covering when entering and circulating the building but is not advised when exercising.</p>

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

Hazard: staff more vulnerable to COVID-19

<p>Risk: Individual risk factors meaning staff more vulnerable to COVID-19</p> <ul style="list-style-type: none"> Clinically extremely Vulnerable 	<p>Staff/Customers/Visitors and Contractors</p>	<p>Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. However, if you are someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about additional precautions you can continue to take personally. These precautions are included in the guidance for the clinically extremely vulnerable. Create an individual risk assessment to identify the risks & controls you will be putting in place for the extremely vulnerable person</p>
--	---	--

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

Hazard: Office Spaces / Working from home

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Air exchange Work stations Cleaning equipment Working from home 	<p>Staff/Customers/Visitors and Contractors</p>	<p>Office spaces</p> <ul style="list-style-type: none"> Office workers who can work from home should do so from Monday 13 December. This must be agreed by the line manager. Anyone who cannot work from home should continue to go into work - for example, to access equipment necessary for their role or where their role must be completed in person. If you need to continue to go into work, consider taking lateral flow tests regularly to manage your own risk and the risk to others. You do not need to stay at a 2 metre distance; however, in order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts.(Respect personal space) <p>Work stations</p> <ul style="list-style-type: none"> Staff that are required to continue going into work to fulfil their duties must clean desk, phone, keyboard etc before and after use. (Disinfectant wipes / spray provided) Mangers must communicate the maximum numbers able to occupy space. For example if there are 4 Office desks, then the capacity is 4 people If you are able to continue to work back to back and respect peoples personal space
---	---	---

Hazard: Reception areas

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Perspex screens 	<p>Staff/Customers/Visitors and Contractors</p>	<p>SLL have taken steps in line with Health and Safety Executive guidance for COVID-19 secure workplaces Hand sanitization stations will still be present at each entrance of the facility and the Perspex screens will remain in place.</p>
--	---	--

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

Hazard: Lack of PPE & Cleaning products

<p>Risk:</p> <ul style="list-style-type: none"> Lack of Face Masks & Gloves Low stock levels of PPE & Cleaning equipment Disposal of PPE Touch areas 	<p>Customers Staff Contractors & Visitors</p>	<p>Ensure stock levels are measured to ensure stock holding does not go below a minimum level.</p> <ul style="list-style-type: none"> Ensuring personal gloves are available to all staff and cleaning equipment is accessible. Wash your hand regularly. <p>Cleaning products that have been identified as the best products to use in the environments is detailed in the work instruction & procedure 5.2.30 Virus protection and Pandemic Management.</p> <ul style="list-style-type: none"> Staff & Customers must be mind-full of all touch surfaces they come into contact with, handrails doors, and surfaces once touched we would encourage you to wash your hands thoroughly
--	---	---

Hazard: Cross contamination

<p>Risk: Lack of Cleaning programmes Children’s play equipment Hand dryers & Hair dryers</p>	<p>Customers Staff Contractors & Visitors</p>	<ul style="list-style-type: none"> Deep cleaning schedules must remain in place Regular touch point cleaning to remain in place <p>Additional measures that will be taken:</p> <ul style="list-style-type: none"> All staff are responsible for cleaning Hand Washing posters on the display within the toilets to encourage people to wash their hands. Encourage Customers to clean down the gym equipment after use by providing blue roll and D10 spray bottles. Provide gym etiquette signage. <p>Continue to clean Children’s play equipment this must be washed at every opportunity especially if the toy is being played with by more than one child. Any material items should not be used and taken out of action. All play equipment must be disinfected throughout the day and where possible put into a washing machine or a hot bowl of water to be thoroughly cleaned at the end of each day. Staff must wear appropriate PPE when handling toys.</p>
--	---	---

Hazard: Lack of Cleaning/ communication and recording

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: <ul style="list-style-type: none"> Cleaning schedules Fogger 'Storm back pack machines' Covid-19 suspected outbreaks Chemical Contact time 	Customers Staff Contractors & Visitors	<ul style="list-style-type: none"> Cleaning must continue to be recorded and completed thoroughly. Storm Fogger Back-pack cleaning machines have been distributed across all contracts. A work instruction has been issued. Training must be delivered to staff using the 'Storm fogger'. D10 suma bac is the chemical that is used to operate this machine although the Vanitorials product can also be use see data sheet for guidance. If sites have confirmed confirmation of a customers or staff member who has been diagnosed with the Covid-19 this must be reported to SLT as soon as possible and take appropriate cleaning action, and to sending the information over on the Covid-19 table to FM support. Government advice should be regularly checked www.gov.uk Some chemicals have what is known as 'Contact time' or 'Wet time' which means they need to be left 'wet' for a few minutes before being wiped away, this give the chemical time to do what it needs to do i.e kill bacteria and viruses Marketing developing new signage to be displayed
Hazard: Centre's taking Cash payment		
Risk: <ul style="list-style-type: none"> Lack of other payment methods 	Customers Staff Contractors & Visitors	<ul style="list-style-type: none"> Customers should still be encouraged to make payments via debit or credit card or payment in advance. If cash handling is the only method for some customers, reception staff must handle it using gloves and then wash hands regularly. Signage must be in place to encourage debit card and credit card payments.
Hazard: Pregnancy		
Risk: <ul style="list-style-type: none"> Socialisation Expectant Mothers Wet & Dry Building Activities 	Customers Staff Contractors & Visitors	Staff that have informed you of a pregnancy must have a separate risk assessment carried out for them, this risk assessment can be found on corp docs Health & Safety Tool Box. Pregnant women are classed as vulnerable people the risk assessment must be reviewed as her pregnancy develops. If you do not have access to corp docs please email Facilities for this information.

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
		All staff must have training on the risk assessment to ensure everyone knows the plans going forward. PSOP/EAP/and NOPs must have references in if the 'Virus Protection and Pandemic Management procedure' supersedes any information.
Hazard: Providing First Aid & Staff Training in First Aid		
Risk: <ul style="list-style-type: none"> • Cross contamination through Customer contact & of resus Annie Manikin & close contact equipment • Disposal of bodily fluids • CPR – Adults/Child & Paediatric • Manikin management 	Staff/Customers/Visitors & Contractors	Only trained First Aid Staff are permitted to carry out first aid. Ensure all first aid is documented on the Accident/Incident report form and added into stitch. When administering first aid ensure you are wearing gloves and have a face mask on as closer contact maybe necessary. Ensure you wash your hands after you have administered the first aid and clean down any surfaces once they have left the first aid room or area. Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), and RLSS UK. The Resuscitation Council UK video can be found here: <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=3MY0sRYfsRA This also applies to a drowning casualty. Resuscitation Council UK provide additional guidance for pediatric casualties here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 Safe disposal of bodily fluids must be via the yellow bags provided by your external contractor these are usually found within first aid room or for the disposal of nappies Stitch must be used to record any Covid-19 symptoms and test results from staff or Customers
Hazard: Air-handling units		
Risk: <ul style="list-style-type: none"> • Filters not being cleaned • Poor operation of unit 	Staff, Customers, Visitors, Contractors	The air-conditioning and air handling units will be serviced in line with manufacturer's guidelines to ensure they are working to specification by a suitable competent engineer. <ul style="list-style-type: none"> • Filters will be exchanged for a fresh, sterilized set and then washed, dried, sanitized (with D10) or Bio- Hygiene/ and Byotrol 4 in 1 Multipurpose disinfectant which must be stored ready for

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
<p>lack of flow</p> <ul style="list-style-type: none"> • Lack of checks being carried out • Poor air quality • Running Air-con units unnecessarily 		<p>re-use.</p> <ul style="list-style-type: none"> • PPE must be worn at all times whilst working on the A/C and Air –handling units.’ • All filter cleans must be recorded and logged. • There is no longer a specification for 100% fresh air, this is not to say that ventilation should not be maintained or provided to spaces within a building. A risk assessment should be created to identify any areas in your building that does not have any fresh air exchange or has a low exchange of fresh air, any air-con units not in use should be switched off. Fresh air can be provided from: • Opening windows and door (passive) • Mechanical exchanged via air –handling and air-con units • Identify in each area if it is passive or mechanical air exchange <p>If you believe any of your AHU’s are not operating correctly you must contact the FM team who will assist you.</p>
Hazard: Clubs, hirers & Bookers		
<p>Risk:</p> <ul style="list-style-type: none"> • Insufficient control measure in place • Not following their control measures • Control measures not suitable 	<p>Staff/Customers/Visitors/Contractors</p>	<p>It is recommended that we ask Clubs, to produce a written document to confirm what changes they are going to make in order to stay safe within our facilities.</p> <ul style="list-style-type: none"> • The written document must be handed to the Centre Manager to approve their control measures and, to agree their control measures are sufficient. If agreed the written documentation should be filed with their booking information. • If the document is not sufficient, the Centre Manager must arrange a meeting to discuss. This could be a telephone conversation. • If the control measures have been agreed the ‘Club, hirer or booker can use the facility, the Centre Manager must ensure they are adhering to their controls measures when they are using the building.
Hazard: Track, Test & Trace		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
<p>Risk:</p> <ul style="list-style-type: none"> • Ignoring signs and symptoms • Not reporting to the NHS • Transmitting to others • Designated isolation area • Signs and symptoms <ul style="list-style-type: none"> • Venue QR Codes • Variant (Omicron) 	<p>Staff/Customers/Visitors/Contractors</p>	<p>If you are contacted by 'Track & trace' it is a legal requirement to self-isolate to the period of time they state.</p> <p>Communicate to your Line Manger if we are not feeling well and have signs or symptoms of having coronavirus or have been contracted by track, test and trace</p> <ul style="list-style-type: none"> • Staff must contact the NHS if they are displaying symptoms. • Records must be recorded on to Stitch if someone in the work force or Customer has informed us that they have become un-well and if they have received a positive test result after having a Covid test. • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ <p>When you do not need to self-isolate (August 16th 2021)</p> <p>From 16 August, if you have been fully vaccinated you will be exempt from the requirement to self-isolate if you are a contact of a positive case. You will instead be advised to take a PCR test as soon as possible.</p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • You're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS • You're under 18 years, 6 months old • You're taking part or have taken part in a COVID-19 vaccine trial • You're not able to get vaccinated for medical reasons • Even if you do not have symptoms, you should still: get a PCR test on GOV.UK to check if you have COVID-19 • Follow advice on how to avoid catching and spreading COVID-19 • Consider limiting contact with people who are at higher risk from COVID-19 <p>Sign and symptoms of the Covid-19</p> <ul style="list-style-type: none"> • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

		<ul style="list-style-type: none"> • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal you must report to your line manager if you feel unwell • Venue QR Codes will remain in place • All contacts of suspected Omicron cases must self-isolate, regardless of their age or vaccination status. They will be contacted by NHS Test and Trace
--	--	---

Hazard: Getting tested and self isolation

<p>Risk: Insufficient Guidance</p> <ul style="list-style-type: none"> • Not acting on government guidance <p>Not using the NHS Covid-19 app</p>	<p>Staff/Customers/Visitors and Contractors</p>	<p>When to self-isolate and what to do Important - Self-isolation rules have changed. You will not need to self-isolate in certain situations. Information: It's a legal requirement to self-isolate if you are told to by NHS Test and Trace. You could be fined if you do not self-isolate. When to self-isolate Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> • you've tested positive for COVID-19 – this means you have the virus • someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) • you've been told to self-isolate following contact with someone who tested positive –
--	---	---

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
		<p>find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</p> <p>Information: You may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK</p> <p>When you do not need to self-isolate</p> <ul style="list-style-type: none"> • See test and trace section above • You must not leave your home if you are self isolating.
Hazard: Building maintenance and Fire control		
<p>Risk:</p> <ul style="list-style-type: none"> • Fire Exit routes not identified • Fire exit and circulation area obstructions • Incorrect directional signage • Firefighting equipment 	<p>Staff/Customers/Visitors/Contractors</p>	<p>If you removed fire exit route signage when areas of the building were not being used, ensure all signage has been repositioned when fully opening up the facility.</p> <ul style="list-style-type: none"> • Ensure you update your FRA and EAP to reflect these changes and train your staff in the new processes. • Ensure your circulation areas and fire exits are clear from obstruction at all times. • Record a fire drill to ensure your process works. • Daily weekly and monthly equipment checks are being carried out.
Hazard: Lack of communication of Government guidance and Company information		
<p>Risk: Plan B – NHS Covid Pass</p>	<p>Staff Customers, Visitors and Contractors</p>	<p>As per the governments guidance update on 30th November 2021 https://www.gov.uk/government/news/measures-against-omicron-variant-come-into-effect-30-november-2021</p> <p>From 4am on the 30th November 2021: Face coverings are compulsory in shops and settings such as banks, post offices and</p>

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
		<p>hairdressers, as well as on public transport unless individuals are exempt from doing so, all hospitality settings are exempt.</p> <p>https://www.gov.uk/government/news/prime-minister-confirms-move-to-plan-b-in-england</p>
Hazard: Use of communal areas		
Risk: Staff rooms Kitchen areas	Staff/ Contractors	<ul style="list-style-type: none"> • Staff should be mindful of touch points when in communal areas • All communal areas and toilets to be cleaned down regularly, enhanced cleaning regime in place. • minimising the number, proximity and duration of social contacts
Hazard: Nurseries & Home visits/Gym/ Swimming pool Specific information		
Risk: General operation	Staff/Visitors/Customers/Contractors	Please refer to the corporate `Level 4 re-opening spreadsheet`
Hazard: New rules in response to Omicron Variant		
<ul style="list-style-type: none"> • Travelling to England from abroad • Self-isolation requirements • Changes to the red list • Booster vaccines 	Staff/Visitors/Customers/Contractors	<p>https://www.gov.uk/coronavirus</p> <p>From Friday 10 December, face coverings will become compulsory in most public indoor venues, such as cinemas, theatres and places of worship. There will be exemptions in venues where it is not practical to wear one, such as when you are eating, drinking or exercising. For that reason, face masks will not be required in hospitality settings.</p>

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
		<p>If you're travelling to England from abroad you must take a PCR test before the end of day 2 following your arrival and self-isolate until you get a negative test result, even if you're fully vaccinated.</p> <p>If you're a contact of someone who may have been infected with the Omicron variant, you must self-isolate for 10 days, regardless of your age, vaccination status or any negative test results.</p>

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

		Name	Update	Date
Original Assessment	Completed by:	Sarah Goldsmith	New risk assessment for Covid-19 controls when opening a building Issue 1	07/05/2020
	Facility Management Director:	Martin Smith		07/05/2020
Review	Review Conducted by:	Sarah Goldsmith/ Allan Prescott	Issue 2 Slight update with mention of bins and driving range.	13.05.2020
	Review Conducted by:	Sarah Goldsmith	Issue 3 Added Carpark management, Air-con management and alternative chemicals to use Added information on Contact time/Wet time	29/05/2020
	Review Conducted by:	Sarah Goldsmith	Issue 4 Added Club, hirers and bookers using the facility stating their control measures	05/06/2020
	Review Conducted by:	Sarah Goldsmith	Issue 5 Added: reference to the new 5.2.30 Virus protection and pandemic management procedure Added : about using Centre feed roll rather than cloths when cleaning	12.06.2020
	Review Conducted by:	Sarah Goldsmith	Issue 6 Added Trace test and track. Added about recording on to Stitch any Covid-19 symptoms and test results Added safe travel into work when using public transport	23.06.2020

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

	Review Conducted by:	Sarah Goldsmith	Issue 7 Added disposal of PPE, Safe disposal of bodily fluids, Designated isolation area, Signs and symptoms, Expectant mothers, and touch points	01.07.2020
	Reviewed Conducted by:	Sarah Goldsmith	Issue 8 Updated First Aid on delivering rescue breaths Added fire risk Added Centre Guidance link	10.07.2020
	Review Conducted by:	Sarah Goldsmith	Issue 9 Added For managers to consider the social distancing management within office/and small spaces and to display the Staying COVID-19 Secure in 2020 poster in staff areas	15.07.2020
	Review Conducted by:	Sarah Goldsmith	Issue 10 Access and Egress, Staff more vulnerable to covid-19 , Work Stations, Use of communal areas Hand dryers and Hair dryers	4.08.2020
	Review Conducted by:	Sarah Goldsmith	Issue 11 Added - What you need to do if you are traveling abroad. Added - When you return from abroad Added -Re-ignition of Coronavirus creating Local lock-down Vulnerable people shielding updated guidance.	14.08.2020
	Review Conducted by:	Sarah Goldsmith	Issue 12 – Added Wet & Dry Activities Added Staff confirmation of contracting Covid-19 whilst at work. Added 'Storm fogger machines	18.9.2020

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan	
Review Conducted by:	Sarah Goldsmith	Issue 13 – Added Venues to create their own QR codes. Staff and Customers should be encourage to use it on arrival into the Centre Added – Lack of communication of government guidance Close contact services and café/restaurant settings	24.9.2020
Review Conducted by:	Sarah Goldsmith	Issue 14 <ul style="list-style-type: none"> • Added government guidance on Customers being encouraged to wear a face covering in circulation areas or when they are not taking part in any activity. • Government 'Tier System' the meaning of each tier • UniWipes – cleaning of gym equipment Ph neutral 	14.10.2020
Review Conducted by:	Sarah Goldsmith	Issue 15 <ul style="list-style-type: none"> • Added face covering and specified that staff, Visitors Contractors and customers must wear face coverings when circulating the building. • New isolation 10 day isolation highlighted in yellow. • Travel corridor update highlighted in yellow • Outbreak classification from (2) to now (5) • Identified what 'tier' sites are in, added new tier 4 	17.12.2020

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
--------------------------	---	--

	Review Conducted by:	Sarah Goldsmith	Issue 16 Created lock-down risk assessment. Building management	04.01.2021
	Review Conducted by:	Sarah Goldsmith	Issue 17 Add building maintenance and fire control Added information on PCR Tests and LFD test Added link from Government update mid feb on new road map	08.03.2021
	Review Conducted by:	Sarah Goldsmith	Issue 18 Added Staff wearing a face covering when entering in to the building and when circulating around the building. Customers to be encouraged to wear face covering but not when exercising Added - a section 'Reception areas' highlighted yellow Added about ensuring stock levels don't go below a minimum	07.05.2021
	Review Conducted by:	Sarah Goldsmith	Issue 19 Gov.uk Coronavirus roadmap step 4 Added and reworded sections highlighted in yellow Referring to Step 4 re-opening spread sheet	19.7.21
	Review Conducted by:	Sarah Goldsmith	Issue 20 Added Government guidance from 16 th August on what to do if you are contacted by NHS track and trace but have been fully vaccinated.	25.8.21

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan		
	Review conducted by	Sarah Goldsmith	Issue 21 Removed 100% fresh air ventilation requirements. Replaced with ensuring all areas of the building have fresh air flows (passive or mechanical) Added - Create an individual risk assessment to identify the risks & controls you will be putting in place for the extremely vulnerable person	04.11.21
	Review conducted by	Sarah Goldsmith	Issue 22 Added highlighted in yellow Air ventilation requirements Governments updated from 30 th nov 21 New variant (Omicron) International travel	3.12.21
	Review conducted by	Sarah Goldsmith	Issue 23 Added guidance from 10 th dec re: face coverings Added guidance from 13 th Dec Office workers who can work from home	9.12.21