**EXAMPLE CORONAVIRUS  
RISK ASSESSMENT**

Important information on the purpose of this document:

NFU Mutual Risk Management Services Limited (RMS) has produced this example risk assessment template as a guide to illustrate the types of elements that you may need to consider when assessing the risks from COVID-19 in your workplace.

This document is to be used as an example risk assessment only, which may help you identify:

* the typical additional hazards that COVID-19 introduces into your business.
* the steps you may need to consider taking to control these risks.

It is the responsibility of the employer to conduct their own risk assessment for their operations. If you are considering using this example template, you MUST customise it as necessary so that (a) it accurately reflects the risks of the business (b) the current control measures stated are indeed currently in place and (c) any further measures required can and will be implemented.

It may be that (some of) the current control measures suggested in the template are not in place as yet, in which case the suggested measures (if deemed appropriate for your workplace) should be moved to the further measures required column. In reverse it may be that you have already implemented (some of) the listed further measures required items, in which case they can be moved to the current control measures column.

Please note this example template may not cover all the hazards and risks requiring attention at your workplace and you should examine all work activities to assess the risks and ensure that adequate control measures are in place. The control measures you adopt may need to be different from those in the example to meet the particular conditions in your workplace.

Risk Assessments must be reviewed (a) if circumstances change (b) if a significant incident occurs and (c) at regular intervals (annually is considered good practice). It is important that current Government guidance is always followed - please refer to Government and NHS web sites for further guidance.

Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard / task identified, ask the question “what is the worst likely outcome?” – is it Severe (e.g. fatality), Moderate (e.g. major injury or permanent disability including permanent ill health) or Minor (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

|  |  |
| --- | --- |
| **LIKELIHOOD** | **DESCRIPTION** |
| Probable | Occurs repeatedly / several times |
| Possible | Could occur sometime |
| Remote | Unlikely, though conceivable |

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

|  |  |  |  |
| --- | --- | --- | --- |
| **Severe** | **Medium** | **High** | **High** |
| **Moderate** | **Low** | **Medium** | **High** |
| **Minor** | **Low** | **Low** | **Medium** |
|  | **Remote** | **Possible** | **Probable** |

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

Disclaimer

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Governmental guidance relating to the Coronavirus pandemic is updated frequently and different approaches may be taken in England, Scotland, Wales and Northern Ireland which may impact on the accuracy and validity of this guidance. We therefore do not give any warranty, whether express or implied, as to the accuracy and validity of this guidance. You are solely responsible for keeping up to date with developments relating to the Coronavirus pandemic. To keep up to date, please read the information that your Government is sharing with the public which can be found at [www.gov.uk](http://www.gov.uk/), [www.gov.wales](http://www.gov.wales/) (for Wales), [www.gov.scot](http://www.gov.scot/) (for Scotland) and [www.nidirect.gov.uk](http://www.nidirect.gov.uk/) (for Northern Ireland) and consult the NHS website for health advice.

This guidance is provided on the strict understanding that you accept, without limitation, that you retain sole responsibility for compliance with health and safety legislation and regulations, all other legislation and any warranties / conditions attached to your insurance policies. We have not conducted any site visits as part of producing this guidance and we have not, and are not, providing any guidance in relation to your specific set up.

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Risk Assessments

|  |  |  |
| --- | --- | --- |
| Business name: |  | Date of assessment: |
| Area being assessed: | Management of Coronavirus (COVID-19) at work | Assessor’s name(s): |
| Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. COVID-19 is the name of the virus of which we are currently experiencing a pandemic around the world.  Common symptoms of COVID-19 include fever, cough and shortness of breath and a change or loss of sense of smell and / or taste, although many other symptoms may be experienced alongside these. Some people will suffer from mild illness and recover easily, whilst in other cases infection can progress to pneumonia. Reports suggest that the elderly and those that are classed as “clinically extremely vulnerable” or “clinically vulnerable” e.g. those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Generally, pregnant women do not appear to be more likely to be seriously unwell than other healthy adults if they develop Coronavirus. However, as a precaution, they are classed as vulnerable. | | |

| No | What are the hazards / tasks / activity? | Who could be harmed and how? | What are the current control measures? | Risk Rating | What further measures are required? | Target completion date / Comments / progress |
| --- | --- | --- | --- | --- | --- | --- |
|  | Coronavirus (Management of)  (COVID–19) | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Ongoing monitoring of Government guidance through all media streams and Government websites. * High standards of personal hygiene are implemented as per Government guidelines (20 seconds frequent hand washing / application of alcohol sanitiser or approved virucide). * Hand hygiene posters are displayed by each hand washing facility. * Clinically extremely vulnerable staff are not currently permitted to be at work and must shield as per Government guidelines. They are working from home while shielding where this is possible. * Vulnerable staff are risk assessed on a case by case basis. * Heavily used areas / multiple user areas are cleaned more frequently (i.e. door handles, bathroom fixtures and fittings, hand rails, light switches, touch screens, etc). * Staff are aware how to reduce the spread of germs when they cough or sneeze and are asked to practice respiratory hygiene. Bins are provided for disposal of tissues. * Staff are aware of social distancing measures and to exercise social distancing at work as far as possible. This is monitored by managers. * Staff are only permitted to travel for work purposes when they cannot work from home. * Only essential visitors / contractors / delivery drivers etc. are permitted on site. Access is declined for all others. * Staff are required to follow self-isolation guidelines when requested to do so by public health. * Staff are reminded to raise concerns with their line manager about health and safety provisions. * Regular communication is maintained with all staff on work site, home workers and furloughed staff. * Staff training is maintained for new working procedures and practices and this training is recorded. * All international business travel (with exception of Ireland, the Channel Islands or the Isle of Man) has been suspended during the pandemic. * Staff are required to notify their line manager if they are planning to travel abroad for personal reasons and are required to self-isolate for 14 days on their return (with the exception travelling back from Ireland, the Channel Islands or the Isle of Man). | High / Medium | * Download, complete and display the “Staying COVID-19 secure in 2020” UK Government poster (England only). * If you employ more than 50 employees, publish this risk assessment on your website. * Continue to monitor Government guidance and take appropriate action when needed. * Shielded “extremely vulnerable” people must continue to be prohibited from any work that isn’t carried out at home. Businesses must help non shielded “clinically vulnerable” people work from home where possible, or take extra care enforcing social distancing around them in the workplace. * Implement a Coronavirus Management Policy and provide staff with a copy.      * Implement a procedure for managing suspected COVID-19 cases at work. * Review current risk assessments, safe systems of work, COSHH assessments and update accordingly with any changes as a result of the Coronavirus prevention measures. * Ensure a specific expectant mother risk assessment is conducted for any expectant mother and follow the latest advice from their medical team. * Communicate all Coronavirus prevention measures to new, temporary and existing employees and formally record that you have done so. * Remind staff that if they show Coronavirus symptoms they must not come to work (excluding home working) and self-isolate in accordance with Government guidance. * Keep all work areas well ventilated, even when this causes some thermal discomfort. Review the need for warm clothing if it gets too cold. * Where it is not practicable to run air conditioning units 24/7, run them for a minimum of 2 hours before work commences and a minimum of 2 hours (lower speed) after work closes. * Remind staff to wash their hands when arriving and leaving work and regularly during the day. Display simple posters. * Complete Daily Health Check Forms for all staff (retain securely). * Continue to monitor staff who may be at higher risk and implement alternative working arrangements where possible following Government guidance. * Continue to conduct safety critical training, ensuring social distancing measures are complied with. * Wherever possible, re-design workflows to minimise contact with surfaces (i.e. by keeping non-fire doors open to reduce the need for hand contact). Consider use of “foot operated door handles” to reduce the need to touch door handles with hands. * Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet. * Continue regular cleaning and sanitising of hard surfaces following Government guidance and waste disposal considerations. * Display business information signs on all entrance doors advising that the business is complying with Government guidance and no one is to enter premises if they have any of the relevant symptoms. * Monitor compliance with the arrangements you implement. |  |
|  | Cleaning | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Cleaning regimes are in line with Government guidance. * Disposable gloves are worn when cleaning. A disposable apron is also worn when cleaning an area where a person with suspected or confirmed Coronavirus is or has been. * Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mops, tissues and disposable PPE) are double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle after cleaning is finished. * Re-usable cloths and mop heads are thoroughly laundered after use. * Hands must be washed with soap and water for 20 seconds after all PPE has been removed. * Hard surfaces are cleaned using warm soapy water. * Normal disinfectant cleaning products are then used to disinfectant the surfaces. * Frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles are identified as high priority clean areas. * All hard surfaces, floors, chairs, door handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned immediately with disposable cloths, or paper roll and disposable mop heads with suitable detergent as per Government guidelines. This is using either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available, chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). * Creation of splashes and sprays avoided when cleaning. * Laundry items are washed in accordance with the manufacturer’s instructions. The warmest water setting is used. * Receptacles used to transport laundry are cleaned and disinfected after use. * Waste is stored safely and kept away from third parties. * Welfare rubbish bins for hand towels are frequently emptied and cleaned. | High / Medium | * Continue with high standards of housekeeping. * If cleaning contractors are to be used, their COVID-19 management protocols must be requested, especially if they are to be on site more frequently and be in closer contact with staff. * Clean public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids thoroughly as normal, wearing a minimum of disposable gloves and an apron. * If an area has been heavily contaminated, such as with visible bodily fluids from a symptomatic person, or if there is risk of a higher level of virus being present (for example, where individuals have slept), use additional protection for the eyes, mouth and nose, as well as wearing gloves and an apron. * Inform cleaning staff that dirty laundry that has been in contact with an unwell person can be washed with other people’s items (as per Government guidance). * Ensure dirty laundry items are not shaken, as this increases the possibility of dispersing the virus through the air. * Monitor the cleaning procedures for effectiveness. * Update the COSHH Assessment following the introduction of new or substitute cleaning products. * Check with your suppliers that your cleaning and sanitising chemicals are certified as effective against enveloped viruses such as Coronavirus. Household bleach and other potent oxidisers are also known to kill similar viruses and can be effective for up to 24 hours. * Check all hand sanitiser or approved virucide have sufficient alcohol content. * Consider if all work uniforms can be laundered on site rather than staff taking them home. Suitable changing facilities will be needed. * If storage of waste for at least 72 hours is not possible, arrange for collection as a Category B infectious waste either by your local waste collection authority or otherwise by a specialist clinical waste contractor. |  |
|  | Communal Areas | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Signs are displayed to remind all building users of social distancing requirements. * Signage is displayed to encourage car park users to park in every other space. * Windows are kept open in all communal areas (regardless of thermal comfort requirements). * Where possible, non-safety critical doors are held open to reduce likelihood of infection. * Increased cleaning regime is in place with frequently touched areas identified as a high priority. * Only business critical contractors are permitted on site to undertake essential maintenance works, ensuring social distancing is adhered to. * Fire doors are kept closed. | High / Medium | * Non-essential trips within buildings and sites are discouraged. * Reduce job and location rotation, for example, assigning employees to specific floors. * Introduce one-way flow routes through buildings. * Reduce the maximum occupancy for lifts, providing hand sanitiser or approved virucide for the operation of lifts, and encourage the use of stairs. * Regulate the use of corridors, lifts, and staircases. Consider using floor tape or paint to mark areas to help staff maintain social distancing. * Reduce congestion in bottle neck areas, for example by having more entry and exit points to the workplace. * Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture (review your fire risk assessment if you make any changes). * Consider the use of gel dispensing door handles in high usage areas. * Landlords to communicate with their tenants to find out what they are doing to comply with Government guidance and how this may impact the site overall and other tenants. * Stagger break / lunch times and reduce the number of people in canteens / rest rooms and toilets. * Remind staff to close the toilet seat lid prior to flushing. Display simple posters. * Stagger arrival / departure times to reduce crowding in communal entrances / rest rooms. * Provide additional parking or bike racks. * Create one route for entering the building and one for exiting, if possible. * Provide handwashing or hand sanitation facilities at all entry and exit points. * Consider moving away from touch-based security devices such as keypads and replace with non-touch alternatives. |  |
|  | Contractors / Visitors | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.  There is an additional risk bringing contractors or visitors onto the premises, as it increase the number of people the virus could spread to and those who can bring the virus in from outside the working community. | * Only business critical visitor / contractor appointments are scheduled. * Contractor / visitor health check forms are completed on arrival. * Contractors are reminded of hand hygiene and social distancing requirements on arrival. Compliance is monitored. * Communication with contractors whilst on site where possible is via phone / emails / apps to limit social interaction. * Contractors’ work area / equipment is cleaned and disinfected upon completion of work. * Contractor use of your equipment is limited to minimise infection risk. | High / Medium | * Display business information signs on all entrance doors advising third parties that the business is complying with Government guidance and not to enter premises if they have the relevant symptoms. * Check with contract cleaners and maintenance teams that they are available to carry out normal and emergency work and ask for their COVID-19 management policy. * Carry out contractor work after building occupation hours where possible, ensuring adequate ventilation is maintained. * Maintain normal contracting management and vetting procedures including obtaining risk assessments and insurance details and enquiring what measures they have to keep themselves and our staff safe from infection. |  |
|  | Fire | Risk to anyone.  Risk of death / ill health from smoke inhalation, burns, building collapse etc.  Changes in working methods and staff numbers due to safeguarding the risk of the spread of COVID-19 within the workplace may lead to increased risk of fire within the workplace. | * The fire risk assessment has been reviewed against current circumstances and Coronavirus prevention measures. * A full functional test of the fire detection and alarm system (using multiple call points across the site) has been carried out prior to building re-occupation. * A full discharge test of the emergency lighting system across the site has been carried out prior to building re-occupation. * A visual inspection of all fire extinguishers has been conducted (to ensure that they are correctly located, full and not obviously damaged and that annual servicing is within date) prior to building re-occupation. * Fire escape routes are regularly checked for any obstructions. * Final fire escape doors are checked and operational. * Internal fire escape doors are checked, and operational, remedial works immediately addressed. * All above tests and checks have been recorded in the fire safety log book. * Sufficient fire marshals are in place and continue with the required fire safety arrangements. | Medium | * Continue to review the fire risk assessment (taking into account if you are storing large quantities of alcohol hand sanitiser or approved virucides which contain ethanol and is classed as highly flammable). * Continue to carry out checks on fire safety arrangements, including weekly fire alarm tests, emergency lighting tests, fire drills etc. * Fire safety professionals and engineers have been given ‘key worker’ status so these essential works should continue as long as they can be carried out safely and within the Government guidelines. * Review the Assembly Point and management of evacuation to ensure compliance with social distancing measures. * Review Personal Emergency Evacuation Plans (PEEPS) where relevant. * Review whether the number of available fire marshals is sufficient (due to staff either self-isolating, working from home, furloughed). * Continue to allow fire safety engineers on site to undertake safety critical works. * Continue to review external housekeeping to reduce the likelihood of arson threat. * Continue to review build-up of waste and increase the frequency of waste collection where needed. * Remind staff not to prop open fire doors. * Consider the use of Dorguard fire door retainer / electromagnetic hold open devices to all high usage areas. * Ensure fire action call points are included in the cleaning regime. * Immediately action any fire alarm panel warning notifications. * Consider fire safety refresher training, ensuring social distancing requirements are complied with. |  |
|  | First Aid Safety | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus.  Risk of cross contamination from a casualty to the first aider and vice versa, especially when close contact is needed to assess and treat the casualty. | * First aider safety is considered at all times. * A sufficient number of trained first aiders are available. * First aiders wash hands for 20 seconds or apply alcohol sanitiser or approved virucide before and after treating casualty. * First aiders are aware not to cough or sneeze over a casualty when they are applying treatment. * First aiders have been instructed where possible to assist at a safe distance from the casualty and to minimise the time spent in shared breathing zone. Casualties are directed to do things for the first aider where possible. * First aiders are aware that CPR can be applied in the normal manner but in the current climate should avoid giving rescue breaths. * Defibrillators are maintained in accordance with manufacturer’s instructions. * First aid boxes are located around the premises. | Medium | * First aid training should continue to be organised where possible or for annual refresher training only, consider online refresher training instead to keep skills up to date. * Any first aiders with first aid certificates due to expire on or after 16th March 2020 may qualify for an extension if they cannot access requalification training. To qualify for the extension, you must be able to explain why you haven’t been able to requalify and demonstrate what steps you have taken to access the training, if asked to do so. * Provide a face visor, disposable apron surgical mask and disposable gloves to all first aiders and where possible ensure the casualty also wears a mask or face covering. * Review the first aid needs assessment and implement the required actions. * Review staffing levels to ensure sufficient first aid cover is available. If needed, stop undertaking higher-risk activities. * Consider sharing first aid provision with a neighbouring business where appropriate. * Ensure defibrillators are included in the cleaning regime. * Continue to regularly check contents of first aid box(es). * Ensure any area where first aid treatment has been given to a symptomatic person is immediately cleaned and sanitised. * Ensure disposable items are safely disposed of and reusable ones cleaned thoroughly. |  |
|  | Hand Hygiene | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Staff follow Government guidance for hand washing (frequent handwashing 20 seconds or apply alcohol sanitiser or approved virucide). * Staff are reminded not to touch their face. * Public Health hand hygiene posters are displayed. * Staff wash their hands upon arrival and on leaving work. * Paper towels are disposed of in waste receptacles - non-disposable towels have been removed from premises to prevent use. * Sharing of equipment is limited. Any equipment that is shared is cleaned and disinfected prior to another person using it. * Frequently touched areas are routinely cleaned. * No cash payments are accepted. * All packages / post are cleaned prior to opening. * Contact is minimised at “handover” points with other staff, such as when presenting documents, food and packages etc. to delivery drivers. | High / Medium | * Communicate Government advice on how to wash your hands to all staff. * Display How to Wash Your Hands and How to apply alcohol hand wash posters. * Continue to supply alcohol hand sanitiser or approved virucide to staff assuming supplies can be purchased and distributed. * Provide extra breaks to allow staff to wash their hands more frequently. * Handwashing or hand sanitation at entry and exit point is required. * Alternatives to touch-based security devices such as keypads to be investigated. * Reduce maximum occupancy for lifts, provide hand sanitiser or approved virucide for the operation of lifts. |  |
|  | Home Working | Risk to anyone.  Risk of ill health from a significant change in work environment.  Common risks in temporary home working include:  Lone working  Mental ill health and stress  Fire and electrical hazards  Slips and trips  Display screen equipment hazards | * As per Government guidance all staff who can work from home continue to do so. * All necessary steps are taken to support employees working from home including provision of suitable IT equipment to enable remote working. * Regular communication is maintained with all staff by their line manager (whether self-isolating, home working or furloughed) * Staff are provided with mobile phones and are advised to ensure emergency contact numbers are programmed into it. * Staff know what is expected of them and know to contact their line manager if they are struggling. * Allowance is made to parents who are also looking after children at home. * Home workers are encouraged to keep regular hours where possible, as most people respond well to some form of routine. Also, ensuring there is an official end to the working day will allow home workers to more easily separate work and home life. * Home workers are familiar with the equipment and software that they need to use to do their job. * Remote IT assistance is available. * All company issued equipment is PAT tested. * Home workers are asked to carry out regular visual inspections of their electrical equipment. Any defects must be reported to management and replacements are organised where relevant. * Home-workers have been instructed to never remove safety guards from equipment. * Home workers have been instructed to avoid the overuse of extension cables, especially using extension leads in a “daisy chain” set up. * Home workers have been advised of the need to keep access and egress to the temporary work area as clear as possible and to avoid trailing leads as much as possible. * Home workers are advised to set up a dedicated and comfortable workstation that they can associate with their job and leave when they are finished for the day. * Home workers are permitted to take home any specialised DSE equipment that they may use in their normal workplace. * Home workers are encouraged to take regular breaks and avoid awkward and static postures. | Medium | * Ensure that all clinically extremely vulnerable staff continue to work from home and where possible clinically vulnerable people as well. * Although temporary home working does not require a formal display screen assessment, it is recommended that home workers complete a self-assessment checklist (available on the HSE website). |  |
|  | Legionella | Risk to employees and anyone else in the area  Risk of death / ill health from inhalation of small droplets of contaminated water containing Legionella. Legionnaires' disease is a potentially fatal form of pneumonia.  Those who have chronic health conditions, weakened immune system and other underlying illnesses hold a higher susceptibility to legionellosis and are at higher risk of developing significant infection.  Changes in working methods and staff numbers due to the implementation of COVID-19 controls could result in inadequate control of hot and cold-water systems. | * Plant maintained by competent and approved contractors. * Outlets on hot and cold-water systems are flushed at least once a week (during unoccupied periods) to maintain a degree of water flow and to minimise the chances of stagnation. * Small wall or ceiling-mounted units with closed cooling systems should not present a risk. * Evaporative condensers / cooling systems continue to be maintained in line with the site’s written scheme based on the guidance set out in the ACoP L8 and HSG274 Part 1. * Maintenance practices reviewed and contingencies drawn up in the event that site and contractor staff are unable to visit site to fulfil their duties. * There are suitable stocks of chemicals and consumables (such as dip slides) held on site. * Routine in house maintenance tasks continue to be undertaken and formally documented. | High / Medium | * Speak to your water treatment company for help and if you need to stop operation of any systems. * Where plant has been closed down all the necessary steps should be taken in keeping with HSE guidance and ensuring systems are properly cleaned and prepared before restarting. * If cooling towers and evaporative condensers are likely to be out of operation for: * up to a month - isolate fans but circulate biocidally-treated water around the system for at least an hour each week. * more than a month - drain down the systems and clean and disinfect it. Clean and disinfect the systems again before refilling and returning to operation. * Review the business legionella’s risk assessment considering: * the system should be thoroughly cleaned, flushed and disinfected. * conduct temperature checks on designated outlets, e.g. sentinel taps (as outlined in the written scheme) to ensure that the system is performing as expected. * keep records of work undertaken. * where a wet cooling tower or evaporative condenser has been taken out of use, there is a requirement under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the local authority that it is being returned to service. * Ensure an adequate stock of critical spares, such as probes, solenoids and dosing tubes to avoid any disruption if parts cannot be obtained.   In the event that maintenance practices cannot be fulfilled as advised, additional control measures should be introduced. These may include locking showers or removing shower heads to prevent aerosol generation, with additional flushing (without the release of aerosols) and increased microbiological sampling. |  |
|  | Mental Health | Risk to anyone.  Risk of death / mental ill health due to the changes arising from the pandemic and changes in work environment and practices (i.e. suicide / depression / feeling of isolation). | * Staff are fully briefed and appropriately supported during this time. * Regular communication is taking place with all staff at work, working from home, self-isolating, furloughed, via various communication channels. | Medium | * Continue to monitor staff who may be considered at higher risk and implement alternative working arrangements where possible. * Encourage an open and collaborative approach with staff / managers where any issues can be openly discussed and addressed. * Provide managers with training for managing remote teams and staff mental wellbeing. * Communicate various mental health online resources to staff. |  |
|  | Office Working | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Only staff in critical business roles attend the office working environment. * Staff who cannot work from home due to home circumstances may attend work following approval by management. * Office layouts reviewed in line with social distancing guidance. * Desks that are not to be used are clearly signposted and blocked off to prevent inadvertent use. * Staff work side-by-side or facing away from each other. * Screens are implemented as a physical barrier between staff workstations. * Floor markings are in place to aid social distancing. * Hot desking is prohibited. * Where possible, in-person meetings between staff are not held. Instead mobile phones, telephone conferencing or meeting apps are used. * If in-person meetings are necessary, only required meeting participants attend while others attend remotely. * Meeting rooms are kept well ventilated with windows kept open where possible. * Windows kept open after meetings have been concluded in order to continue to ventilate the room. * Hand sanitiser or approved virucide is provided in all meeting rooms. * Attendees bring own stationery to the meeting and paperwork is kept to an absolute minimum. * Shared drink stations are not provided at meetings. * Work area / equipment / meeting room is cleaned and disinfected upon completion of work / meeting. * Equipment is not shared where possible and cleaned after each use. * Staff apply high standards of personal hygiene. | Medium | * For areas where regular meetings take place, use floor signage to help people maintain social distancing. * Ideally, limit amount of paperwork that is circulated internally. Send all paperwork electronically where possible. * If you need to exchange paperwork, this should be done at arm’s length. * If paperwork must be signed, see if the person whose paperwork you are requested to sign can sign it instead, with you witnessing it. In any case, don’t share a pen and clean any pens that you use after handling paperwork that could be contaminated. * Wash hands after touching paperwork or pens. * Where it is not practicable to run air conditioning units 24/7, run them for a minimum of 2 hours before work commences and a minimum of 2 hours (lower speed) after work closes. * Check with your air-conditioning unit manufacturer whether the system requires cleaning prior to operation. * Ensure all water system outlets are flushed out for at least 10 minutes. Remove yourself from the room for the duration and ventilate the room where possible. |  |
|  | Outdoor Working | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Only workers deemed necessary to carry out physical work or training / supervision physically attend site. * Work processes have been reviewed to ensure staff work alone or further apart, where necessary. * Where the social distancing measures cannot be applied:   + The frequency and time workers are closer than the social distancing rules is minimised.   + The number of workers involved in these tasks is minimised. * Consistent pairing systems are in use of staff working in close proximity. * Staff work side by side or back to back rather than face to face. * Alcohol hand sanitiser or approved virucide provided where hand washing facilities are not available. * Routine cleaning of mobile welfare facilities takes place, including frequently touched areas (high priority). * Sharing of work equipment is restricted where possible. * Where necessary equipment is cleaned prior to each use. * Break times are staggered. * Waste bags are provided for all waste. * Where practicable public footpath gates are kept open. * Where possible workers travel to site alone using their own transport. * Where loading and offloading arrangements on site will allow it, drivers remain in their vehicles. * Where drivers are required to exit their vehicle, they are required to wash or sanitise their hands before handling any materials. | Medium | * Where needed stagger arrival / departure times to reduce congestion and contact when coming in and out. * Discourage nonessential trips around sites where work is taking place. * Reduce job and location rotation, for example, assigning employees to specific areas. * Review current risk assessments, safe systems of work, COSHH assessments and update accordingly with any changes as a result of the Coronavirus prevention measures. Pay particular attention to manual handling and lone working risks. * Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. * If staff are lone workers, suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security. |  |
|  | Personal Protective Equipment (PPE) | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Routine (business as usual) PPE / RPE continues to be worn as required, in accordance with the existing health and safety risk assessments and method statements. * Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet. * If a risk assessment has identified that a FFP 2 or FFP 3 mask is required to safeguard the health and safety of staff and protect them from hazardous substances it is not permitted to use a homemade or surgical mask. * Staff trained in the use / wearing of PPE appropriate to activity. * Re-usable PPE is thoroughly cleaned after use. * Single use PPE is disposed of in waste receptacles to ensure it cannot be re-used. * Individuals are provided with a stock of their own PPE to prevent other inadvertent touching of PPE that others will use. * Face fit testing for Respiratory Protection Equipment (RPE) is undertaken in accordance with HSE guidelines. * Sharing of Personal Protection Equipment (PPE) and Respiratory Protection Equipment (RPE) is not permitted. | High / Medium | * Implement stock conservation protocol: * Only providing PPE to workers who need it * Issuing PPE specific to the level of risk e.g. only use FFP 2 masks where the risk assessment has identified that FFP 2 is required * Maximising the use life of PPE by following manufacturer user checks, cleaning and storage instructions * Reminding staff of the reasons why PPE is used, the need to use PPE appropriately and the need to treat equipment that is in short supply with respect. * Source alternative suppliers if needed and ensure you maintain a dialogue with your usual supplier, planning how long your current stocks are expected to last and what the lead time for new stock is. * Buy from a reputable supplier and only buy equipment which is CE marked. * Suitable systems should be put in place to keep the PPE clean and free of contamination. Suitable storage facilities must be provided. * Eye protection is necessary when there is a risk of contamination of the eyes from splashing. * Ensure all staff are trained in the use of PPE, including gloves, respirators, surgical masks and / or face coverings to ensure its correct use, as incorrect use can increase the risk to workers (for example, unwashed gloves are worse than regularly washed hands). * Ensure that all staff understand that any use of PPE is not a substitute for social distancing practices, which must be maintained wherever possible. * Even if PPE is being used for work activities, disinfecting surfaces and adequate ventilation must also be maintained. |  |
|  | Refusal to return to Work | Risk to colleagues.  Risk of ill health from stress, increased work capacity in addition to Coronavirus infection. | * Staff are fully briefed and appropriately supported during this time. * The Coronavirus management policy is reviewed when changes to guidance becomes available. * Returning staff receive health and safety training prior to starting work, which is formally documented. * All staff receive training on hand / respiratory hygiene, social distancing, how to raise concerns about health and safety on site and who to alert if a colleague starts showing Coronavirus symptoms. * Public Health hand hygiene posters are displayed around the premises. * Safe working practices are reviewed and communicated to all staff. * Managers / Supervisors constantly monitor compliance. | Low | * It is important that you discuss the concerns with the individual staff member to identify where the main causes for their concern lie. They should have sight of your reviewed risk assessments and the associated additional controls that you may have implemented to protect your staff. You could ask them what additional measures may put their mind at ease and determine whether this is possible. If their concerns are not alleviated following your discussions, you may wish to refer the matter to a HR professional or contact ACAS for further advice. |  |
|  | Return to Work following COVID-19 recovery | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Return to work health forms are completed by all returning staff, which is reviewed by managers. * Training and support needs are identified on return to work and implemented accordingly. | Medium | * Ensure daily health check forms are completed. * Take the individual through the changes in the workplace and how it may affect them (e.g. social distancing rules, screens, cashless payments etc), check if they need additional training. * Provide a personal disposable rubbish bag for tissues disposal. * Consider staggering the working day start and finish times. * Consider staggered break times e.g. coffee breaks, lunches to minimise social contact. * Closely monitor the wellbeing of staff members returning to work and those around them for signs of stress or anxiety. * Monitor ongoing work levels for returning staff. |  |
|  | Social Distancing | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Staff are reminded at the start of every working day / shift and in the appropriate languages of the basic rules around hygiene and social distancing. * Staff are aware of social distancing measures that have been implemented. * Staff are only permitted to travel for work purposes when they cannot work from home. * Plastic sheeting / solid plexiglass screens have been fitted to customer / visitor / contractor facing areas, but still permit verbal communication. * The number of people using welfare facilities is restricted at any one time and signage used, such as floor markings, to ensure social distancing is maintained between people when queuing. * Where loading and offloading arrangements on site will allow it, drivers remain in their vehicles. * Where drivers are required to exit their vehicle, they are required to wash or sanitise their hands before handling any materials. * Work schedules have been reviewed and updated to prevent mass gatherings at the same time (i.e. starting / finishing work, changeover of shift, use of locker rooms / canteens, smoking shelters). * Business critical contractors / visitors are given specific arrival time appointments. * Signage and floor markings to ensure social distancing is maintained have been applied, including at entry points to buildings, toilets and communal break areas where queues may form. * Workers only attend physical meetings if absolutely necessary, with social distancing compliance and in a well-ventilated room or outside. * Groups of workers that have to work closer than social distancing rules are kept in the same group / teams. * Changing of team members strictly prohibited. * Standard processes are spread out to enable only 1 team in an area to complete a task at a given time. * Tables / chairs in break rooms have been repositioned to maintain social distancing, markings are applied to the floor and the room is well ventilated. * Small groups of workers are organised who live and work on site into fixed groups known as ‘cohorts’, which then do not mix with other groups. Where a cohort lives and works together, it can be considered as a ‘household’. * Workers who travel to the business each day (i.e. car sharing) are grouped into cohorts that always work together. * Staggered breaks introduced for cohorts to minimise the amount of people using rest areas and canteens at the same time. * Where the social distancing rule cannot be maintained, employees are physically separated (for example plastic sheeting / solid plexiglass screens). * The number of workers in each shared work vehicle is limited (i.e. minibuses), 1 person per seat row, every other row and in a staggered way (so they don’t squeeze past each other). | High / Medium | * Consider holding meetings in open areas where possible. * Implement arrangements for monitoring compliance. * Wherever possible, re-design workflows to minimise congestion. * Workers should be prevented from congregating in groups. Consider marking physical distancing spaces on the ground & smoking shelters, so they are clearly identifiable, moving certain tasks to different locations where practical, or staggering break times for staff to reduce congestion in communal areas. * Discourage nonessential trips within buildings and sites. * Reduce job and location rotation, for example, assigning employees to specific floors. * Introduce more one-way flow routes through buildings. * Reduce maximum occupancy for lifts, providing hand sanitiser or approved virucide for the operation of lifts, and encouraging use of stairs * Regulate the use of corridors, lifts, and staircases. * Reduce congestion, for example by having more entry points to the workplace. * Consider the use of alternative door openers, such as automatic door, foot operated door handles, electro-magnetic door fasteners to reduce the need to keep touching the hard surface door furniture. * If staff are lone workers suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security. |  |
|  | Shared Worker Accommodation | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Workers are reminded on a daily basis and in the appropriate languages of the basic rules around hygiene and social distancing. Posters and signage are used (in all languages used on site) in communal areas and accommodation. * Small group of workers are organised who live and work on site into fixed groups known as ‘cohorts’, which then do not mix with other groups. Where a cohort lives and works together, they are considered as a ‘household’. * Foreign workers have documentary evidence to confirm that they are travelling to the farm to carry out seasonal agricultural work. Workers must have these documents before they travel. * Foreign arrivals are collected from the airport. * Within 2 hours of foreign workers arriving at the farm, they are provided with: * clear instructions about their working and living arrangements * industry guidance on social distancing * For the first 14 days in the UK, new foreign workers may start work on the farm, but will avoid contact outside of the cohort they are in. They are not permitted to leave the farm for the first 14 days, unless for a permitted emergency. * Occupancy in each shared worker accommodation space is as low as possible, organised in cohorts and kept separate from other cohorts. * Workers are reminded that in addition to normal cleaning regimes, it is best practice to ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly, using standard cleaning products, active against viruses and bacteria, is taking place in each accommodation, particularly at the start and end of the day. Cleaning rotas are scheduled between workers. * Face-to-face contact is minimised as much as possible by introducing scheduled access, in cohorts, to shared facilities such as showers and kitchens. | High | * Ventilation in all rooms and buildings should be maximised (regardless of thermal comfort). * Every effort should be made to secure single-occupancy accommodation for new workers arriving. * New live-in worker cohorts should be kept separate from cohorts that are already on site. * Consider supporting workers living on site with shopping by selling basic supplies on site or facilitating food deliveries. If workers need to travel off site to buy food and essentials, the Government guidance must be followed. * It is best practice for employer-organised shopping trips to be managed in cohorts’ teams. * Workers should be prevented from congregating in groups. Consider marking physical distancing spaces on the ground & smoking shelters, so they are clearly identifiable, or staggering break times for staff to reduce congestion in communal areas. |  |
|  | Shared Workplace Vehicles | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Staff are reminded at the start of every working day / shift and in the appropriate languages of the basic rules around hygiene and social distancing. * Daily health check forms are completed by all staff. * Where sharing of workplace vehicles must take place, windows are opened to provide ventilation and occupants reminded to avoid touching their faces at all times. * Where shared transport is unavoidable, worker numbers are minimised in each vehicle (i.e. multiple trips with fewer persons are conducted and / or staggered starting and finishing times). * Workers in shared transport enter and exit the transport in a staggered way, not ‘squeezing past each other’, maintaining social-distancing guidance. * Upon leaving the vehicle, occupants wash their hands with soap and water for 20 seconds or more or use alcohol hand sanitiser or approved virucide when hand washing facilities are not available. * Shared vehicles, especially frequently touched surfaces (i.e. door handles, steering wheels, keys, gear sticks, sat nav’s etc.) are cleaned with usual cleaning disinfectant products before and after each use. * Hygiene procedures / rules are displayed in vehicles. | High / Medium | * Provide maps for each vehicle to confirm seating arrangements and display in the vehicle. * Ideally people who are not in the same household / work cohort should not be in the same vehicle at work. If this is unavoidable keep the window open for ventilation purposes and regularly clean frequently touched surfaces such as steering wheels, gear sticks, indicators, handles etc. * Face coverings are not compulsory. However, employees are advised to wear face coverings in enclosed spaces, such as shared vehicles. |  |
|  | Staffing Levels (Reduced) | Risk to colleagues  Risk of ill health from stress, increased work capacity in addition to Coronavirus infection. | * Safety critical tasks are risk assessed to identify safest way of working with reduced availability of staff. * Tasks are not undertaken if there are safety concerns. * First aid needs assessment is reviewed. * Fire marshal’s duty rota is reviewed. * Regular rest breaks are scheduled. | Medium / Low | * Continue to monitor staff who may be considered higher risk and implement alternative working arrangements where possible. * Consider reviewing your absence policy, ensuring you have a robust system in place to identify workers that are absent and have a process to follow up on any absences that have not been reported or are suspected to be related to Coronavirus. * Adjust business operating hours depending on availability of staff. * If staff are lone workers suitable lone working arrangements must be put in place, such as remote supervision and restriction of high-risk tasks and security. |  |
|  | Statutory Inspections of Work Equipment | Risk to operator, other persons within close proximity.  Risk of death or ill health through failure to maintain safety critical testing regime. | * Equipment is maintained in accordance with manufacturer’s instructions. * Safety critical inspections / examinations programme implemented, undertaken by competent contractors. * Documents are retained. * Daily equipment checklists are carried out and formally recorded. * Compliance with social distancing measures. * Vehicles statutory testing is conducted as far as possible and will only be driven if safe to drive. Daily vehicle checks maintained. | Medium | * Continue to schedule statutory inspections (ensuring social distancing measures are complied with). However, if there are problems in undertaking scheduled thorough examinations (e.g. can’t access inspection services), adopt a risk-based process to determine whether there are steps that can be taken to safely continue to use equipment that has not had its scheduled thorough examination and testing (TE&T), or decide to stop using the equipment. * Equipment should only be used outside of its statutory examination regime if you can demonstrate that it is critical for essential work and that it can still be operated safely. You must be able to demonstrate that you have made all reasonable attempts to have the TE&T carried out, made a thorough assessment of the increased risk and taken appropriate action to manage it. * Car, van or motorcycle’s MOT expiry date will be extended by 6 months if it’s due on or after 30 March 2020 - but you must keep your vehicle safe to drive. See latest Government guidance. * Lorries, buses or trailers will be exempt from needing a MOT for 3 months from 21 March 2020. You might need to apply for this, depending on your vehicle. See latest Government guidance. |  |
|  | Suspected case of COVID-19 in the workplace | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Staff are informed regarding self-isolation and NHS reporting procedures. * Where a staff member becomes unwell on site and is displaying COVID-19 symptoms, they are asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus. * Staff are then asked to leave the site immediately using a route that exposes them to as few other people as possible. * In the case that the individual is displaying severe symptoms, emergency services are contacted * The individual’s previous occupancy is traced through the building and any enclosed areas (such as a meeting room) are placed off limits for at least 72 hours, if possible. Alternatively, the affected area is cleaned in line with the UK Government’s guidelines. * Staff members who may have been in contact with the infected individual are notified. There is no need to send staff home if it is only a suspected case – current Government guidance states staff in close contact do not need to go home unless they start to develop symptoms and it is not necessary to close the business or workplace, unless Government policy changes. * Disposable gloves are worn when cleaning. A disposable apron is also worn when cleaning an area where a person with suspected or confirmed Coronavirus is or has been. * All hard surfaces, floors, chairs, door handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned immediately with disposable cloths, or paper roll and disposable mop heads with suitable detergent as per Government guidelines, using either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). * Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths, mops, tissues and disposable PPE) are double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle after cleaning is finished. * Cloths and mop heads are thoroughly laundered after use or disposed of (double-bagged, stored securely for 72 hours then thrown away in the regular waste receptacle). | High | * Any suspected case of COVID-19 in the workplace is to be documented. * Refer to HSE website regarding Reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR) requirements. * Advise staff to use NHS online tools if their symptoms worsen. * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron when cleaning. * Keep monitoring the Government response page for the latest details. |  |
|  | Work Equipment | Risk to operator, other persons within close proximity.  Risk of death or ill health through failure to maintain work equipment. | * Operators are competent and experienced. * Frequent cleaning of machinery controls and equipment takes place throughout each shift. * Equipment is serviced and maintained in accordance with manufacturer’s instructions. * Equipment test runs take place prior to it being brought back into operation, faults are immediately rectified. Where this is not possible, equipment is taken out of service until repairs have been completed. * Emergency stops tests are conducted and formally documented. * 1 operator to 1 machine / piece of equipment policy is in place where possible. If this is not possible then cleaning is undertaken between usage. * Where a staff member becomes unwell on the road and is displaying COVID-19 symptoms, they are asked to cover their mouth and nose with a face covering to try and reduce any further spread of the virus.   If on the road, whether on their own or in a shared vehicle, staff return to depot, return vehicle and then go home immediately. | Medium | * Ensure servicing of any ventilation systems is kept up to date. * Where it is not practicable to run air conditioning units 24/7, units should be run for a minimum of 2 hours before work commences and a minimum of 2 hours (lower speed) after work closes. * Verify the continued availability of critical spares / safety equipment and personal protective equipment (PPE). * Check continued support from critical third-party suppliers and contractors. * Continue to monitor HSE guidance. |  |
|  | Working in other people’s homes | Risk to anyone.  Risk of death / ill health from Coronavirus  (COVID-19).  There is the potential to contract COVID-19 from another person or from surfaces contaminated with the virus. | * Daily heath check forms are completed by staff and they are prohibited from visiting customers if any symptoms are present. * Confirmation is requested from the customer about the absence of symptoms before arrival to the premises and before work begins. This is documented. * Discussions are held with households ahead of a visit to ask that social distancing is maintained. * No work is carried out in any household which is isolating or where an individual is being shielded, unless it is to remedy a direct risk to the safety of the household, such as emergency plumbing or repairs, and where the employee is willing to do so. * Staff wash their hands, or alcohol sanitiser or approved virucide is applied upon arrival / leaving the customer premises. * Households are requested to leave all internal doors open. * The time spent in close proximity with customers is limited to no more than 15 minutes. * The same workers are allocated to a household where jobs take longer than one day. * Where multiple workers are in a home,   fixed teams of workers will be used who carry out their duties in those teams. | High / Medium | * Identify areas where people need to hand items to the customer and implement ways to remove direct contact. * Implement electronic payment methods and allow for documents to be signed and exchanged electronically where possible. * Continue to follow Government guidance. |  |

Signed: …………………………………………………………………………….……. Name: ……………………………………………

Position: …………………………………………………………………………………. Date: ………………………………………………

Declaration

Staff should sign below to record that they have been made aware of the contents of the relevant Risk Assessments and will comply with the Control Measures detailed.

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