

Coronavirus Risk Assessment for Victory Services Club

Location/Dept: Club Wide			Date Assessed: 01/07/2020			Assessed by: Operations Director				
Task/Activity: Club, Hotels and other guest accommodation						Reference Number: COVID-19/VSC1				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/ Task	Hazard/ Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
Keeping customers and visitors safe	Contracting COVID-19	Employees Members Customers Visitors Contractors	5	5	25	<ul style="list-style-type: none"> We will make every reasonable effort to enable a safe working environment. Guests will be able to purchase hygiene packs these contain face masks, hand sanitiser and alcohol wipes. Bedroom keys will be cleaned between guests. If people must work face-to-face for a sustained period with more than a small group of fixed partners, we will need to assess whether the activity can safely go ahead. No one will be forced to work in an unsafe work environment. We will increase the frequency of handwashing or hand sanitising and surface cleaning (including disinfection of high-footfall areas or common touchpoints and toilet/restrooms). Staff will work back-to-back or side-to-side (rather than face-to-face), whenever possible. We will use fixed screens or barriers to separate people from each other. We will take measures to make reception areas safer, with increased cleaning, keeping the activity time as short as possible and consider the addition of more screens between guests and staff. We will consider minimising lift usage from reception and providing clear signage for new lift rules. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> • We will ensure that housekeeping staff follow government handwashing guidelines and make a checklist of all hand-contact services to be cleaned when each guest vacates. • We will ensure that any bar or dining area is only opened in a way compliant with UK government guidance for the Hospitality sector. • We will open shared sleeping spaces on the 1st August 2021. • We will identify areas where people must directly pass things to each other and find ways to minimise direct contact. • We will consider using one-way systems where possible, staggered shifts and assigned staff mealtimes as possible ways to minimise the risk of transmission. • Seating and tables have been configured to maintain reasonable distancing between customers. • The number of persons on site will be managed in such a way as to ensure there is sufficient seating. This will be achieved using, for example, reservation systems, bringing payment machines to customers, where possible. • Queues will be managed in such a way as to ensure they do not cause a risk to individuals, other businesses, or additional security risks. • Sanitising facilities will be provided at the entrances and throughout the building and customers will be encouraged to use the sanitiser or to wash their hands. • Changes made to entrances, exits and queue management will take into account reasonable adjustments for those who need them, including disabled customers. • Customers who are accompanied by children will be reminded that they are responsible for supervising them at all times. • The flow of customers and employees through the premises has been considered and systems put in place to avoid areas of congestion and unnecessary contact. 				
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						<ul style="list-style-type: none"> • We will work with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day. • Booking of essential services and contractor visits have been revised to reduce interaction and overlap between people, wherever possible, for example carrying out services at night. • We will assist the NHS Track and Trace service by keeping a temporary record of our staff shift patterns for 21 days and assist with requests for data, if needed. This could help contain clusters or outbreaks. All members or their accompanied guests who are staying, dining, or visiting the Club will be required to have a booking. Walk-in visitors will be signed in and will need to provide their contact details. • Face coverings will be encouraged to be worn, by both staff and guests. • Guests wishing to be served by a member of staff wearing a mask will be accommodated. • Appropriate signage will be in place. • If members or guests do not have their own face covering when they arrive and wish to wear one, disposal face masks will be available. 				
Managing contact	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Guests and contractors are informed of guidance about visiting the premises prior to and at the point of arrival. All contractors coming into the Club will also need to provide contact details. • • Guests will be encouraged to use hand sanitiser or handwashing facilities as they enter the premises and regularly during their stay as they move between areas in the facility. • We will take measures to avoid crowded reception areas, such as staggering check-in and check-out times. • We will determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night. • We will make staff accessible to guests via phone, emails, and behind protective screens. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated when the latest government guidance is released.</p>

						<ul style="list-style-type: none"> We will encourage contactless payments or pre-payments for rooms as part of the online booking, where possible, to limit cash payments for bills. 				
Managing service of food and drinks	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> We will ensure that any bar or dining area is only opened in a way compliant with UK government guidance for the Hospitality sector. 	2	3	6	
Use of the shower, changing facilities and toilets	Contracting COVID-19	Employees Contractors Visitors Members	5	5	25	<ul style="list-style-type: none"> Signs and posters will be used to build awareness of good handwashing, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Staff will be regularly reminded about this action. To enable good hand hygiene, hand sanitiser will be available on entry to toilets where safe and practical, and suitable handwashing facilities, including running water and soap and suitable options for drying (either paper towels or hand dryers), will be available. There will be clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Enhanced cleaning regime using Zoono microbe shield surface sanitizers. Paying attention to frequently hand-touched surfaces, and disposable cloths or paper roll will be used to clean all hard surfaces. Ventilation will be increased where necessary by opening windows and, where appropriate, doors. Special care will be given to cleaning of toilet facilities. A cleaning schedule will be kept up to date. Further waste facilities will be provided and emptied regularly. Only shared shower facilities assigned to one bedroom with a key will be open until the 1st August 2021. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Providing and explaining available guidance	Contracting COVID-19	Employees Members Guests	5	5	25	<ul style="list-style-type: none"> Clear guidance on expected customer behaviours, will be provided to people on or before arrival, for example on online booking forms and on-site signage and visual aids. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

		Members of the public Contractors				<ul style="list-style-type: none"> • Written or spoken communication regarding the latest guidelines will be provided to both workers and customers inside and outside the Club. We will provide posters, a welcoming letter, or information setting out how customers should behave at the Club to keep everyone safe. We will also consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. • Customers will be informed that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification. • We shall ensure that information passed to customers does not compromise their safety. 				https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Employee attendance to site	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> • The minimum number of people required for safe operation of the Club will be on site at any one time. • 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Protecting people who are at a higher risk	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> • Support will be provided to employees with regards to mental health and wellbeing. A support system will be identified and implemented. • Employees and volunteers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released. The Club has a confidential Employee Assistance Programme

People who need to self-isolate	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> Employees will be encouraged to work from home when required to self-isolate. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Coming to and leaving work	Contracting COVID-19	Employees	5	5	25	<ul style="list-style-type: none"> All staff have been issued with a digital thermometer to check their temperature before travelling to work Arrival and departure times at work are staggered to reduce crowding into and out of the Club, taking account of the impact on those with protected characteristics. All staff will enter and exit through the main entrance where thermal scanning equipment is in place. . Handwashing facilities or sanitiser have been provided at entry and exit points. Storage will be provided for staff belongings and clothing. Staff will be requested to change into work uniforms on site using appropriate facilities/changing areas. Uniforms will be washed by the Club's contractor. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Staff movement around the Club	Contracting COVID-19	Employees Contractors Members Guests	5	5	25	<ul style="list-style-type: none"> Maximum occupancy for lifts will be reduced, hand sanitiser will be provided for the operation of lifts, and the use of stairs will be encouraged wherever possible. Zoono microbe shield surface sanitizers are used on the lift buttons providing a 30-day protection. We will ensure that disabled access to the lift is maintained. . 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

Working areas	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Layouts and processes have been reviewed to ensure staff can work apart from each other as far as is reasonable. Where it is not possible to move working areas further apart, we will arrange for people to work side-by-side or facing away from each other rather than face-to-face. Where this is not possible, screens may be used to separate people from each other. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Food preparation areas	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Government guidance on food preparation will continue to be followed. The kitchen will be accessed by as few persons as possible. Access to walk-in fridges, freezers and pantries will be managed with a 'one in, one out' system. Contact points such as the pass and other areas for the delivery of the prepared food will be managed. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Meetings and training	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> Remote meeting tools will still be available. Participants will avoid sharing pens, documents, or other items during a meeting to reduce transmission. Hand sanitiser will be provided in the meeting rooms. We will provide clear, consistent, and regular communication to improve understanding and consistency of ways of working. Staff will be engaged through existing communication routes to explain and agree any changes in working arrangements. Communication and training materials for staff will be readily available. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Back of house / common areas	Contracting COVID-19	Employees Visitors Contractors	5	5	25	<ul style="list-style-type: none"> Screens and roping off may be required in common areas where staff and customers interact, such as tills. 	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

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Accidents, security and other incidents	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Consideration will be given to ensure enough persons with safety designated tasks are on site at all times to ensure the safety of staff and customers. • We will ensure security changes made as a result of COVID-19 do not adversely affect the security of staff or customers. • Where physical searches of customers are required, appropriate measures such as the wearing of PPE will be implemented. • We will continue to follow government advice on managing security risks. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Cleaning the premises	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Checks will be completed on the need to service or adjust ventilation systems, for example so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. • HVAC Engineers PPM in place. • Complete a deep clean PPM of kitchens are in place. • Extra waste collection will be provided. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Cleaning the premises – keeping the Club clean	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> • Doors will be wedged open, where appropriate, to increase ventilation. This does not apply to fire doors. • Frequent cleaning will be completed of objects and surfaces that are touched regularly, including counters and tills, and we will make sure that there are adequate disposal arrangements for cleaning products. • Surfaces and objects will be cleaned between each customer use. This will include cleaning tables, card machines, chairs, and trays in view of customers 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.

						<p>before their use. Menus will be single use and then disposed of.</p> <ul style="list-style-type: none"> • Once symptomatic, all surfaces that the person has come into contact with must be cleaned with Zoono microbe shield surface sanitizers will be used on the lift buttons providing a 30-day protection, including: <ul style="list-style-type: none"> ○ All surfaces and objects which are visibly contaminated with body fluids; and ○ All potentially contaminated high-contact areas such as toilets, door handles, light switches, etc. • Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors), but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • General cleaning will be increased to cover all occupied areas. • Windows and doors will be kept open as much as possible to increase ventilation. 				
Handling goods, merchandise, other materials and onsite vehicles	Contracting COVID-19	Employees Members of the public Contractors	5	5	25	<ul style="list-style-type: none"> • Shared contact points on equipment will be cleaned prior to each use. • Frequent handwashing will be encouraged, and further facilities provided. • Regular cleaning will be completed of the interior of shared vehicles that are taken home by staff. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
PPE and face coverings	Contracting COVID-19	Employees Guests Contractors	5	5	25	<ul style="list-style-type: none"> • PPE identified to control risks other than COVID-19 will continue to be worn. <ul style="list-style-type: none"> ○ Wearing face masks/coverings by the staff will be encouraged but not mandatory. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

									https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.	
Communication and training	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Regular and clear communication with staff will be delivered to ensure knowledge and comprehension of the risks and controls. Training was delivered to staff prior to re-opening. Refresher training will be regularly provided. All new staff will be given a Covid-19 training at induction. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Ongoing communication and signage	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> Ongoing communications will be made with staff. Simple, clear signs will be used with pictures where possible. These will be clear to persons for whom English is not their first language or who are visually impaired. Means of communication, will be digital where possible, will be used to remind staff of rotas and control measures. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.
Inbound and outbound goods	Contracting COVID-19	Employees Contractors	5	5	25	<ul style="list-style-type: none"> The frequency of deliveries will be minimised, for example by ordering larger quantities less often. Where possible, the same pairs of people will be used for loads where more than one is needed. Drivers will be permitted access to welfare facilities when required, consistent with other guidance. Drivers will be temperature checked on arrival, a high temperature could lead to the delivery being turned away. We will minimise contact during exchange of documentation. 	2	3	6	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Control measures will be revised and updated daily when the latest government guidance is released.

Handling of keys	Contracting COVID-19	Employees Members Guests Contractors Cleaners	5	5	25	<ul style="list-style-type: none"> Staff cleaning accommodation between stays will follow full government handwashing guidelines, and a comprehensive checklist of all hand-contact surfaces to be cleaned throughout the property when each guest vacates will be carried out. 	2	3	6	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Queues	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> Organised queuing within existing protected areas. Operators are careful to avoid giving credible, detailed information that could help a hostile entity identify an attractive target and carry out an attack. 				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Events	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> The Club will permit live performances, including drama, comedy, and most forms of music within Governments guidelines. 	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Gatherings	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> We will operate within the guidance of the Governments Roadmap. We will stagger entry times with other venues and take steps to avoid queues building up in surrounding areas. Thermal scanning will be in place on entry. 	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

										Control measures will be revised and updated daily when the latest government guidance is released.
Business events	Contracting COVID-19	Employees Members Guests Contractors	5	5	25	<ul style="list-style-type: none"> All type of events are permitted to resume. The level of covid secure operations will be discuss with each client on an individual basis. 	1	3	3	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Security	Contracting COVID-19 burglary, terrorist attack	Employees Members Guests	5	5	25	<ul style="list-style-type: none"> We will ensure good security is maintained as far as possible and that there are no unintended security consequences as a result of changes. To maintain effective security and deterrence, search and screening should still be conducted if necessary, in line with the organisation's policies. We will ensure the Portering team are and feel safe, for example by providing access to handwashing facilities, and that they are able and confident to raise any concerns. Staff remain vigilant and act on potential security threats, including terrorism and wider criminality. It is advised to: <ul style="list-style-type: none"> Continue to ensure that awareness of security threats is raised alongside safety and health risks through staff briefings. Whilst staff may be focused on managing people and queues for COVID-19 safety reasons, they should continue to remain vigilant for and report any suspicious activity as soon as possible. Ensure there is a good communication system in place to inform people of any incident. Carry out a short exercise or 	2	4	8	The Centre for the Protection of National Infrastructure (CPNI) has published guidance on adapting existing search and screening processes to take account of physical distancing. Details are also available from your local * Police Counter Terrorism Security Advisor (CTSA), which are available online.

						<p>test to check procedures and equipment for this are working correctly.</p> <ul style="list-style-type: none"> Awareness of security threats is raised alongside safety and health risks through staff briefings. Staff should continue to remain vigilant of and report any suspicious activity as soon as possible. Good communication system in place to inform people of any incident. 				
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

2. Slight (minor injury / damage / interruption)	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> <th>Suggested Timeframe</th> </tr> </thead> <tbody> <tr> <td>12-25</td> <td>High</td> <td>As soon as possible</td> </tr> <tr> <td>6-11</td> <td>Medium</td> <td>Within the next three to six months</td> </tr> <tr> <td>1-5</td> <td>Low</td> <td>Whenever viable to do so</td> </tr> </tbody> </table>	Summary		Suggested Timeframe	12-25	High	As soon as possible	6-11	Medium	Within the next three to six months	1-5	Low	Whenever viable to do so
Summary		Suggested Timeframe											
12-25		High	As soon as possible										
6-11		Medium	Within the next three to six months										
1-5	Low	Whenever viable to do so											
3. Moderate (lost time injury, illness, damage, lost business)													
4. High (major injury / damage, lost time business interruption, disablement)													
5. Very High (fatality / business closure)													

Review Record

Date of Review	Confirmed by	Comments
03/07/20	Mark Field	Advice taken on Track and Trace from Thomas & Thomas Partners LLP
16/07/20	Mark Field	Insurers validated the Coronavirus Risk Assessment for Victory Services Club
06/08/20	Mark Field	Updated after the Government advice on 31 st July 2020 https://www.gov.uk/guidance/31-july-announcement
21/09/20	Mark Field	Updated after the Government advice on 18 th September 2020 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
01/10/20	Mark Field	Updated after the Government advice on 1 st October 2020 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates
01/12/20	Mark Field	Updated after the Government advice on the 30 th November 2020 https://www.gov.uk/guidance/tier-2-high-alert
22/02/21	Mark Field	Updated after the Government advice on 22 nd February 2021 https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae
25/06/21	Mark Field	Updated after the Government guidance change on the 22 nd June 2021 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

15/07/21	Mark Field	Updated as the Government moves to stage 4 of the Roadmap. A full risk assessment review will take place every two weeks.
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