

## COVID Secure Working Risk Assessment Version 1.4

<b>Division:</b> Trust-wide	<b>Location:</b> Trust-wide		
<b>Section:</b> Trust-wide			
<b>Assessor Team:</b> Health and Safety Manager & Local Security Management Specialist		<b>Date:</b> 23.02.2021 (Version 1.4)	
<b>Division:</b> Trust-wide			
<b>Task / Activity:</b> Safe Working During COVID-19 Pandemic			
<p>As a part of the Trust’s response to the coronavirus pandemic (COVID-19) and the gradual easing of Government coronavirus lockdown restrictions, there is a need for Trust Departments and Services to be able to ensure that patient care is provided in as safe a way as is reasonably practicable. This includes Trust work activities that, while not directly involving ‘hands on’ nursing care, have an important role to play in service provision. Due to the pandemic, this has to be achieved in compliance with both Health and Safety legislation and Government Coronavirus (COVID-19) guidance (<a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a>), including social distancing. Government guidance on safe working (<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>) has been incorporated in this risk assessment to support compliance with Health and Safety regulations. Accordingly control measures implemented have been developed through collaborative working with the RD&amp;E agreed by COVID 19 working groups with input from specialist advisors, subject matter experts and union appointed safety representatives.</p> <ul style="list-style-type: none"> <li>➤ Throughout the risk assessment, where “responsible manager” is used, this will be the most appropriate person at supervisory level or above.</li> <li>➤ All control measures relate to the duration of the current coronavirus pandemic.</li> </ul> <p><b>Version 0.1. 12.08.2020.</b> Initial draft circulated to stakeholders 13.08.20 for comment</p> <p><b>Version 1.0. 31.08.2020.</b> Further to consultation, additional existing controls, further controls and actions 2, 3 &amp; 4 added</p> <p><b>Version 1.1. 14.09.2020.</b> Actions 5, 6 &amp; 7 added</p> <p><b>Version 1.2. 19.11.2020.</b> Competence, page 11. Mandatory training arrangements updated</p> <p><b>Version 1.3. 09.12.2020.</b> Clinical negligence risk score reduced.</p> <p><b>Version 1.4. 23.02.2021.</b> Risk of disruption on site due to anti vax protestors / COVID deniers. Page 18.</p>			

Hazard	Risk & Effect	Control Measures	Risk Rating			Further Controls	Risk Rating		
			L	C	RR		L	C	RR
Inappropriately controlled working on Trust premises during the coronavirus pandemic.	<p><b>Impact on safety of patients, staff or public:</b></p> <p>Increased likelihood of COVID-19 infection due to staff numbers required to be present on site to provide an effective service.</p> <p>(Raw score = 4x4=16)</p>	<ul style="list-style-type: none"> <li>• Staff who are ill due to COVID-19 are on sickness absence.</li> <li>• Staff who are vulnerable due to their ill health or that of a person in their home are working from home.</li> <li>• Gold Command has managed the Trust's response to the pandemic.</li> <li>• COVID-19 Working Groups set up to address and risk assess specific aspects of the Trust's response to the pandemic.</li> <li>• Frequent NDHT Comms are in place to keep staff informed on coronavirus matters.</li> <li>• So far as practicable, staff not required on site are working from home.</li> <li>• Hand sanitisers and moisturisers have been provided by the Trust at the majority of work locations on Trust premises.</li> <li>• 2 metre social distancing signage has been put in place at a number of locations on Trust premises.</li> <li>• Reception desks have been fitted with clear plastic shielding screens where practicable.</li> <li>• The Moment To restaurant has been restricted to staff and contractors only.</li> <li>• Outpatient services have</li> </ul>	1	4	4	<p>Complete audit of COVID "green" working safely practices in offices and non-clinical space.</p> <p>Complete audit of COVID "green" working safely practices of ward staff break rooms.</p> <p>Review staff room / break facilities for staff working in Outpatients A (solution required further to temporary staff room being re-assigned to clinic room use)</p>	1	4	4

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		<p>been reduced &amp; patients consulted via phone/video links where possible e.g. Attend Anywhere app.</p> <ul style="list-style-type: none"> <li>• Accommodation staff wear appropriate PPE when engaging with patients/visitors accessing residential accommodation.</li> <li>• Patients/visitors arriving without face masks are provided with these by the Trust.</li> <li>• Entry points to trust buildings limited to ensure compliance by visitors.</li> <li>• Other entrances available by Staff only via secure access system.</li> <li>• Body temperature monitoring equipment trialled at entrances.</li> <li>• Various risk reduction tools, staff risk assessment templates, guidance, safety information and resources <a href="#">published on BOB</a>, including: <ul style="list-style-type: none"> <li>○ On line risk assessment questionnaire.</li> <li>○ Workplace assessment categorisation tool.</li> <li>○ Vulnerability levels &amp; workplace considerations matrix.</li> <li>○ Return to work discussion form</li> <li>○ Line manager briefing video – new eForm COVID-19 risk assessments.</li> <li>○ Face mask risk assessment &amp; exemption</li> </ul> </li> </ul>							

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		<p>process</p> <ul style="list-style-type: none"> <li>○ Guidance regards staff shielding</li> <li>○ For line managers – working safely during COVID 19 pandemic risk assessment template with prompts.</li> <li>○ Infection prevention &amp; control principles for working during COVID</li> <li>○ Various posters to support social distancing &amp; hand hygiene</li> <li>○ Managers COVID “green” checklist, declaration and guidance.</li> </ul> <ul style="list-style-type: none"> <li>◆ One-way system on stairs implemented where practicable by use of signage and floor markings (e.g. keep left signs)</li> <li>◆ Limits implemented to control the amount of persons in passenger lift by use of signage and floor markings (e.g. stand here footprints on lift floor, max persons in this lift at one time poster)</li> <li>● Keep Left signage is put in place in Trust buildings for pedestrians to follow.</li> <li>● Estates have ensured that ventilation systems do not automatically reduce ventilation levels due to lower than normal occupancy in areas where staff may be working from home.</li> </ul>							

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		<ul style="list-style-type: none"> <li>• Estates will follow water management systems are in place in accordance with its <a href="#">Water Services Management Policy</a></li> <li>• Responsible manager to ensure that records of weekly flushing of water systems in their areas of responsibility and/or safe purge for the lockdown period are retained and made available for Estates and Health and Safety on request.</li> <li>• Responsible manager to ensure that sufficient Trust hand sanitisers and moisturisers are available in their work locations.</li> <li>• Responsible manager to ensure that their staff are actively encouraged to increase handwashing.</li> <li>• Responsible manager to liaise with Domestic Services (or equivalent) to ensure that a suitable and sufficiently increased cleaning regimes in place for surfaces during the pandemic.</li> <li>• Responsible manager to ensure that suitable and sufficient social distancing signage is in place in their work locations, including the display of maximum occupancy numbers on doors into rooms.</li> <li>• Responsible manager and relevant colleagues to agree the minimum time that staff</li> </ul>							

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		<p>need to be on site to undertake work activities and enable staff to work from home outside of that time where it is less than a normal shift.</p> <ul style="list-style-type: none"> <li>• Where staff are to be brought back into the workplace as Government lockdown guidance is eased, Responsible manager to implement staggered start/ finish and break times to reduce over-crowding at key times of the day.</li> <li>• Responsible manager to ensure that their staff work in fixed teams or with designated buddies only, so far as is reasonably practicable.</li> <li>• Responsible manager to liaise with colleagues to identify what seats can be taken out of service (e.g., by taping, signs on seats not to be sat on, removal of some seating into temporary storage to create physical distance) to ensure social distancing in waiting areas, offices and similar.</li> <li>• Responsible manager to ensure that suitable screens/dividers are positioned between staff, wherever relevant subject to the availability of materials and so far as is reasonably practicable (e.g., in an open plan office, workshop or similar).</li> </ul>							

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		<ul style="list-style-type: none"> <li>Responsible manager to ensure that staff work stations are positioned back to back or side by side, not face to face.</li> <li>Responsible manager to ensure that where, due to the nature of a work activity, staff will, or are likely to, have to work face to face that suitable and sufficient controls, including, where relevant, PPE, are put in place prior to such work being undertaken.</li> <li>Responsible manager to ensure that staff use PPE in accordance with current NDHT Comms guidance.</li> <li>Responsible manager to ensure that staff open windows and doors, wherever practicable, to encourage ventilation. Window restrictors are not to be over ridden in areas that may be accessed by patients of the public.</li> <li>Responsible manager to ensure that staff non-essential trips between different areas of Trust premises are actively discouraged.</li> <li>Responsible manager and relevant colleagues to ensure that face to face meetings are strictly limited and appropriately controlled with meetings routinely being undertaken via MS Teams.</li> <li>As outpatient clinics</li> </ul>							

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		<p>attendance is increased, Responsible manager to ensure that no more patients attend in a waiting area than can be accommodated by social distancing.</p> <ul style="list-style-type: none"> <li>• To reduce the number of visits to a location, Responsible manager to liaise with colleagues to determine the level of bulk order of equipment/supplies that can be accommodated in existing storage.</li> <li>• Responsible manager to ensure that their staff are provided with appropriate cleaning materials for equipment/ surfaces used.</li> <li>• Responsible manager to ensure that appropriate support systems are in place for the communication with and inclusion of staff working from home in work activities and decision-making relevant to their role(s).</li> <li>• Responsible manager to ensure that systems are in place to support the health and wellbeing of staff who are working from home or are at home due to a COVID-19 vulnerability.</li> <li>• Drivers / suppliers entering the goods receipt point are required to wear face masks for the duration of the pandemic. Signage advises restricted entry to the goods receipt point. Post room staff wear PPE (face masks)</li> </ul>							



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		<p>on their delivery routes.</p> <ul style="list-style-type: none"> <li>Trust Pooled cars are cleaned by the clinical teams allocated to use them. Staff will use detergent wipes to clean touch points e.g. handles, steering wheel and hand brake. Estates staff will conduct general cleaning of pool cars.</li> </ul>							
	<p><b>Complaints:</b></p> <p>Formal or informal complaint(s) made to the Trust around non-compliance with its statutory duties and/or Government guidance potentially resulting in significant harm to one or more patients, staff, visitors and/or others.</p> <p>(Raw score = 4x4=16)</p>	<ul style="list-style-type: none"> <li>As above+</li> <li>The PALs team respond to any complaints should they be received in accordance with the <a href="#">Complaints Concerns and Compliments Policy</a></li> </ul>	2	3	6		2	3	6
	<p><b>Complaints:</b></p> <p>Formal or informal complaints made to the Trust related to patient and public expectations and needs associated with control measures implemented during the pandemic such as visiting restrictions, postponed or cancelled services and extended waiting times.</p>	<ul style="list-style-type: none"> <li>As above+</li> <li>The PALs team respond to any complaints should they be received in accordance with the <a href="#">Complaints Concerns and Compliments Policy</a></li> <li>Communications Team management of Trust <a href="#">public website</a> and publishing of information related to the management of COVID 19 infection risks, updates concerning services, visiting information and posting of</li> </ul>	2	3	6		2	3	6

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	(Raw Score = 4x4=16)	key national safety messages to control the spread of Coronavirus.							
	<p><b>Competence:</b></p> <p>Insufficient staff on site for safe working and/or lack of training, information, instruction and/or guidance on safe working during the coronavirus pandemic.</p> <p>(Raw score = 4x4=16)</p>	<ul style="list-style-type: none"> <li>As above +</li> <li><a href="#">Nursing Safer Staffing Policy</a></li> <li><a href="#">Safe Staffing Escalation SOP</a></li> <li><a href="#">eRoster Policy</a></li> <li>Cancelation / postponing of certain services assessed as non-essential to mitigate and provide capacity to care for COVID 19 positive patients.</li> <li>Nursing staffing levels are reviewed on a daily basis by matrons and clinical site management team (out of hours) Staffing levels are constantly monitored. Any identified / predicted shortfalls are acted upon.</li> <li>Use of MS Teams to deliver training or undertake assessments remotely.</li> <li>Clinical Training Team undertaking distance learning. Training sessions recorded &amp; made available for staff</li> <li>Development of e-learning in lieu of face to face training during the pandemic e.g. introduction of Fire Safety e-learning package April 2020.</li> <li>COVID 19 safety information available e.g. fit testing, training, PPE &amp; hand hygiene, staff wellbeing, HR risk assessments and corporate guidance provided</li> </ul>	1	4	4		1	4	4

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		<p>for staff via the use of <a href="#">Trust intranet</a> (BOB) with updates issued via various communications.</p> <ul style="list-style-type: none"> <li>• Business case written by Clinical Training Team to support implementation of: <ul style="list-style-type: none"> <li>○ Preceptorship scheme.</li> <li>○ Essential Skills for Support Workers course</li> <li>○ Practice Supervisor / Assessor sessions</li> </ul> </li> </ul> <p><b>Mandatory Training</b>  During Lockdown/ High Alert Level Mandatory training will be delivered as follows:-</p> <ul style="list-style-type: none"> <li>• Resuscitation &amp; Infection Control – each include e-learning pre-requisite followed by 1 hour face to face practical skills training, limited to 5 participants</li> <li>• Moving &amp; Handling – practical skills will be delivered to new starters and at ward/department base by Key Trainers, supported by the Moving &amp; Handling Team</li> <li>• Fire, Conflict Resolution and Safeguarding Adults and Children – will be delivered virtually</li> <li>• Apprenticeship training will continue unless staffing levels are deemed critical</li> <li>• Use of MS Teams or Zoom to deliver training or</li> </ul>							

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		undertake assessments remotely.							
	<p><b>Statutory Duty / Inspections:</b></p> <p>The risk of receiving challenging service recommendations, Improvement Notices, Prohibition Notices and/or legal action from the HSE, Devon and Somerset Fire and Rescue Service (DSFRS) and/or CQC based on regulatory non-compliance.</p> <p>(Raw score = 4x4=16)</p>	<ul style="list-style-type: none"> <li>As above+</li> <li>Responsible manager to ensure that fire and other emergency procedures are reviewed and, where necessary, amended to reflect pandemic on site staffing levels.</li> <li>Procedure agreed for the identification of COVID 19 related incidents that may meet criteria for reporting to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)</li> <li>Health &amp; Safety Manager registered as competent person with the Health &amp; Safety Executive, open lines of communication as may be required</li> <li>Fire and Security Officer open and transparent lines of communication and provision of updates to DSFRS concerning measures taken during pandemic concerning temporary buildings, fire compartmentation, access and egress and fire loading risks.</li> <li>COVID preparations have been articulated to the CQC</li> </ul>	1	4	4		1	4	4

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		and updates provided at the monthly Relationship meetings. A specific meeting on compliance with the Hygiene Code self-assessment was held with the CQC (acknowledgement and approval of the code has been provided by CQC).							
	<p><b>Adverse Publicity / Reputation:</b></p> <p>Non-compliance with Government COVID-19 guidance potentially leading to loss of public confidence in the Trust as a result of negative perceptions being posted on one or more media platforms and/or the CQC, DSFRS, and/or HSE websites.</p> <p>Potential for national media interest.</p> <p>(Raw score = 4x4=16)</p>	<ul style="list-style-type: none"> <li>As Above.+</li> <li><a href="#">Corporate Presence and Use of Social Media Policy</a></li> <li>Communications Team management of Trust <a href="#">public website</a> and publishing of information related to the management of COVID 19 infection risks, updates concerning services, visiting information and posting of key national safety messages to control the spread of Coronavirus.</li> </ul>	1	4	4		1	4	4
	<p><b>Business objectives / projects:</b></p> <p>Uncontrolled or inappropriately controlled construction industry and allied trades working on Trust</p>	<ul style="list-style-type: none"> <li>As above+</li> <li><a href="#">Control of Contractors Policy</a></li> <li>Work undertaken following principles outlined in the governments open letter to the construction industry sector 31.03.20.</li> <li>Works undertaken in accordance with</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Implementation of Sky Visitor Control of Contractors system. System notifies department managers to inform them of contractors in their area. Opportunity for enhanced health &amp; safety guidance to be given to contractors who cannot sign in without reviewing update.</li> </ul>	1	4	4

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	<p>premises during the coronavirus pandemic.</p> <p>(Raw score = 4x4=16)</p>	<p>Construction Leadership Council Site Operating Procedures aligned to Public Health England requirements for safe working during the pandemic.</p> <ul style="list-style-type: none"> <li>• Certain Capital Projects put on hold due to: <ul style="list-style-type: none"> <li>○ Contractor staff on furlough.</li> <li>○ Building merchant closures and lack of available materials.</li> <li>○ Inability to work safely and adhere to social distancing requirements.</li> </ul> </li> <li>• Essential works to continue. Where contractors are appointed <a href="#">Control of Contractors Policy</a> to apply.</li> <li>• Additional control measures to be implemented to manage risks e.g. wearing of PPE such as masks for 2 person essential tasks where 2 metre social distancing is not practicable.</li> <li>• COVID 19 related projects undertaken to manage the risk of spread of infection include: <ul style="list-style-type: none"> <li>○ Installation of swipe access to NDHT buildings to control and limit access.</li> <li>○ Installation of negative pressure units for theatres</li> <li>○ Conversion of the bungalow for swab testing facility</li> <li>○ Installation of Perspex</li> </ul> </li> </ul>							

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		screens, temporary partitions, barriers or the like.							
	<p><b>Finance including Claims:</b></p> <p>Potential financial implications should civil or criminal actions be taken against the Trust, such as:</p> <ul style="list-style-type: none"> <li>• Patient - clinical negligence claim (civil)</li> <li>• Staff - personal injury claim (civil)</li> <li>• NDHT- HSE prosecution and fines for failure to comply with statutory duties (criminal)</li> </ul> <p>Financial implications include Trust legal fees and payment of excess for any personal injury claims.</p> <p>(Raw score = 4x3=12)</p>	<ul style="list-style-type: none"> <li>• As above. +</li> <li>• <a href="#">Management of Legal Claims Policy</a></li> <li>• COVID Clinical Negligence Scheme for Trusts (CNST) implemented for indemnifying COVID related claims</li> </ul>							
			3	1	3	Clinical negligence risk score	3	1	3
			3	3	9	Personal injury risk score	3	3	9
			1	3	3	HSE prosecution & fine risk score	1	3	3

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	<p><b>Impact on Safety: Staff - physical / psychological harm</b></p> <p>There are risks of physical and psychological harm associated with:</p> <ul style="list-style-type: none"> <li>Clinical staff caring for COVID 19 positive patients</li> <li>Support staff working remotely from home and / or working differently in the workplace</li> </ul> <p>(raw risk: 4x3=12)</p>	<p>As above +</p> <ul style="list-style-type: none"> <li><a href="#">Stress and Mental Wellbeing Policy</a></li> <li><a href="#">Supporting staff involved in an Incident, Complaint or Claim Policy</a></li> <li>Information in relation to psychological support such as access to counselling services, mental health first aiders, Employee Assistance Provision (EAP) and wellbeing support <a href="#">published on BOB</a>.</li> <li>To mitigate the risks associated with different ways of working, e.g. supporting staff working from home (musculoskeletal and ergonomic injury risks associated with remote working) information <a href="#">published on BOB</a> under the HR risk assessments and corporate guidance and COVID 19 Staff Health and Wellbeing Support pages</li> </ul>	2	3	6	<p>Further to incident IR82018 reported under Infection Control category, arrange for temporary Perspex screen or similar to be installed for South Molton Community Hospital reception hatch</p> <p>Further to incident IR82018 reported under Infection Control category, issue code of conduct leaflet to patient for removing mask inside S Molton Hospital</p>	2	3	6
	<p><b>Impact on Safety: Staff, patients or others - physical harm</b></p> <p>There are risks of harm, incident and / or adverse reaction to products, substances, articles and chemicals provided as "push stock" whilst restrictions in national supply chain remain.</p>	<p>As above +</p> <ul style="list-style-type: none"> <li><a href="#">Incident Reporting, Analysing, Investigating and Learning Policy and Procedures</a></li> <li><a href="#">Control of Substances Hazardous to Health (COSHH) Policy</a></li> <li>Chemical Safety and COSHH <a href="#">intranet pages on BOB</a></li> <li>Easiair Powered Respirator SOP</li> <li>Safe use of alcohol hand gel</li> </ul>	2	3	6		2	3	6



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	<p>There are risks of harm associated with the introduction of new products, substances, articles or chemicals not previously used prior to the pandemic.</p> <p>Due to supply and demand issues, alternative products to those normally procured include:</p> <ul style="list-style-type: none"> <li>• Surgical masks</li> <li>• Gloves</li> <li>• Aprons</li> <li>• Alcohol hand gel</li> <li>• Hand moisturising cream</li> <li>• Detergent wipes</li> <li>• Chlorine based cleaning agents, detergents and other cleaning products</li> </ul> <p>It can be noted that any chlorine based cleaning agents supplied have been set aside, not used and returned as of date of this risk assessment.</p> <p>(raw risk: 4x3=12)</p>	<p>guidance <a href="#">publish on BOB</a> under Infection Control Hand COVID 19 Hand hygiene page.</p> <ul style="list-style-type: none"> <li>• New sub category of “adverse reaction whilst using PPE” added under “staff accident” category on the DATIX incident module.</li> <li>• Incident reporting, monitoring and reviewing of any incidents reported associated with suspected adverse health reactions by the Compliance and Risk Team with expert advice sought as necessary e.g. referral to Occupational Health Department</li> </ul>							

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	<p><b>Impact on Safety: Staff, patients or others due to disruption on site</b></p> <p>There is a risk that COVID 19 denier groups and / or anti vax protestors may cause disruption on site within premises &amp; grounds</p> <p>(raw risk 3 x 3 = 9)</p>	<ul style="list-style-type: none"> <li>• Security officers working 24/7</li> <li>• Escalation to clinical site management team</li> <li>• Escalation to the Police</li> <li>• Advice &amp; support from Communications Team, Compliance Team and Fire and Security Officer.</li> <li>• CCTV (deterrent) &amp; for purposes of detection of crime</li> <li>• Incident reporting policy &amp; procedures</li> </ul>	2	3	6	<p>Rely on existing controls</p> <p>(monitor and review should an incident occur)</p>	2	3	6
<b>The above identified control measures will be implemented including, where appropriate, safe systems of work.</b>									
<b>Risk Assessor's signature:</b> Health and Safety Manager & Local Security Management Specialist						<b>Date:</b> 23.02.2021			
<b>Director or nominated Senior Manager's signature:</b> Director of People						<b>Date:</b> 23.02.2021			