

Assessment Date:	13 th May 2020	Review Date:	Review monthly Updated Aug-20	Ref. No:	COVID-19
Site(s)/Department					
All sites and all Departments					
Task Description/Activity/Area					
Assessment of the risks posed by COVID-19 in our workplaces, and associated control measures.					
Risk Assessment Team - *Lead Assessor					
*Graham Hobson		Michelle Barnes		Melanie Rigby	
Equipment Involved: Various					
Further Assessments Required? Place X in box to indicate					
COSHH	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	HAVS	<input type="checkbox"/>
		DSE	<input type="checkbox"/>	DSEAR	<input type="checkbox"/>

		Severity →				
		Minor Injury	Lost time/ill health	Major 7 Day	Perm Disability	Fatality/ Multiple
Likelihood ↓	Very Unlikely	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Likely	3	6	9	12	15
	Very Likely	4	8	12	16	20
	Certain	5	10	15	20	25

Hazards identified and consequences	Who is at risk?	Current Controls - What are we already doing?	Likelihood x Severity = Risk Rating			Additional Controls required – What do we need to do?	By Whom	Date?	Residual Risk		
			L	S	Risk Rating				L	S	Risk Rating
The spread of Covid-19 Coronavirus.	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly or Pregnant workers, & those with existing underlying health conditions	Keeping employees informed <ul style="list-style-type: none"> Company briefings, letters and updates circulated at regular intervals: - <ul style="list-style-type: none"> 09.03.20 Coronavirus Toolbox Talk to all employees Advice for Managers document Handwashing Poster Catch-It, Bin-It, Kill-It poster 17.03.20 Company Update notice (no1) 23.03.20 Company Update notice (no2) 25.03.20 Communication – further instructions for staff (site specific) – 1 document per site 06.04.20 COVID posters – distancing and general guidance 14.04.20 Company Information letter (no 1) 29.04.20 Company information letter (no 2) Coronavirus Update notice (no3) Reiteration of site-specific comms issued on 25.03.20 	4	3	12	<ul style="list-style-type: none"> Continue practice of regular briefings, letters and updates. Publish updates to the risk assessment on website/shared drive 	SMT Mike Essue	Ongoing As req	2	3	6

		<p>21.05.20 Company update (no 4) re loss of taste or smell</p> <p>26.05.20 Employee home working survey/DSE sent</p> <p>COVID-19 risk assessment circulated to all employees</p> <p>COVID secure poster placed in site folders</p> <p>04.06.20 Company update (no 5) – briefing for returning employees</p> <p>07.08.20 Company update (no 6) – reminder on control measures</p> <p>Instruction for managers/supervisors</p> <ul style="list-style-type: none"> ▪ Emails, phone calls and verbal comms in addition to the above – for teams and on a 1-on-1 basis. ▪ Employees engaged in the production of this risk assessment - consultation with managers, H&S committee representatives and other employees. ▪ Copy of COVID-19 risk assessment and Stay Secure poster posted on company website ▪ COVID-19 information folder produced for each site 																		
		<p>Working from Home/Determining who should go to work</p> <ul style="list-style-type: none"> ▪ Assessment made of employees who need to be at work and those who can work from home, and provision made to facilitate home working where applicable. ▪ Line managers tasked with monitoring wellbeing of people working from home & helping them stay connected to the rest of the workforce. ▪ Weekly contact by phone by HR & Compliance Manager with all employees working from home/not in work. 	4	3	12	<ul style="list-style-type: none"> ▪ Ongoing review by Directors and SMT of home working vs return to work on a department by department basis to facilitate phased return to normal staffing levels and presence on each site. ▪ Ensuring additional steps taken as required before any employee is brought back into work – to continue to operate safely and efficiently 	Directors	Ongoing (prior to return)	2	3	6									
		<p>Hand Washing & Hygiene</p> <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Handwashing guidance issued (see above) with ongoing monitoring by managers. ▪ Drying of hands with disposable paper towels in preference to hand dryers where possible. ▪ The need to increase handwashing frequency communicated to employees (see above). ▪ Employees instructed to avoid touching their face, to cough or sneeze into a tissue which is binned safely or into their arm if a tissue is not available (see above). ▪ Hand Sanitisers and wipes placed in multiple locations in addition to washrooms. 	4	3	12	<ul style="list-style-type: none"> ▪ Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ▪ Employees to be reminded to catch coughs and sneezes in tissues, follow the - Catch it, Bin it, Kill it instruction and to avoid touching face, eyes, nose or mouth with unclean hands. ▪ Ongoing use of signs and posters to build awareness of good handwashing & hygiene techniques. 	Line Mgr	Daily	2	3	6									
							Line Mgr	Daily												
							Site Mgr	Weekly												

	<ul style="list-style-type: none"> Employees encouraged to report any problems, or low stocks of supplies. Number and availability of gel sanitisers and anti-bac wipes increased – additional stocks purchased & positioned. Option to introduce fobs for clock machine to prevent need to touch machine costed by HR & Compliance Manager (quote currently held on file). Additional signage placed at the clock machines re non-alcoholic hand sanitiser and use only AFTER clocking in/out. 				<ul style="list-style-type: none"> Daily checks of stock and supplies to be undertaken by managers/supervisors. Managers/Supervisors to update Purchasing Department weekly regarding stocks of cleaning products to enable timely replenishment. 	Line Mgr	Daily					
	<p>Cleaning</p> <ul style="list-style-type: none"> Cleaning arrangements in place for regular cleaning and disinfection of objects and using appropriate cleaning products and methods. Supplementary PPE made available for use during deep cleaning activities (e.g. disposable gloves, white disposable suites, masks, aprons etc to be utilised to protect the individual undertaking cleaning where suspected cases have been notified). Cleaning rotas implemented for all areas, be they toilets, offices, canteens, including daily sign off by supervisors. Clear use and cleaning guidance to be produced for showers, lockers and changing rooms and ensure they are kept clear and clean of personal items, maintain social distancing. Increased cleaning regimes introduced incorporating minimum daily clean of frequently touched surfaces – e.g. hand rails, two-way radios, door handles, light switches, control panels, printers etc, and detail of cleaning routine (toilets, floors, walls etc) instructed to site cleaning personnel accordingly. Guidance produced for each role in regard to cleaning of their work area (what to clean, when) Employees using computer equipment (e.g. keyboard, mouse, printer) and telephones (mobile and internal phones) instructed regarding cleaning areas at commencement of shift. 	4	3	12	<ul style="list-style-type: none"> Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Undertake assessment of all areas on sites before increasing number of employees returning to work – carry out deep clean of areas where required. Ensure workspaces are cleared and waste and belongings are removed at the end of a shift. 	Line Mgr	Daily	2	3	6		
	<p>Social Distancing – General</p> <ul style="list-style-type: none"> Posters and instructions sent out to notify all of requirements for social distancing (see above). 	4	3	12	<ul style="list-style-type: none"> Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed. 	Line Mgr	Daily	2	3	6		

		<ul style="list-style-type: none"> ▪ Steps taken to review and implement work schedules/shift patterns, working from home etc. to reduce number of workers on site at any one time. ▪ Conference calls via Microsoft Teams utilised instead of face to face meetings, wherever possible. See 'Meetings' section below. ▪ Staggered breaks to reduce number of people using a communal area at any given time. ▪ Unrequired chairs, tables and furniture removed from communal areas as applicable to prevent employees from disobeying 2mtr separation distances. ▪ Areas marked with 2mtr distancing tape and additional signage put up in areas where limited number of people are allowed in the area (e.g. smoking areas, canteens, kitchens). Hazard tape placed on the floor at main entry to site points (e.g. clocking machine) to show "what 2mtrs looks like" ▪ Controls implemented within toilets and washrooms to assist with social distancing (cordon off showers/toilets/wash basins/urinals so that for example only end 2 cubicles used. Limit number of persons utilising facilities at any one time and issue relevant instructions. ▪ Work areas are closed to visitors across all sites unless by prior arrangement. Ad-hoc visitors only accepted within vestibule areas. Social distancing guidelines to be maintained & site rules followed. ▪ Controlled/restricted access to reception areas and office areas. Boston – only 1 person in the driver paperwork area. Drivers & non-office staff are not to leave the mat area when entering the office. Maintenance office for use of Maintenance Engineering Manager only. Only 1 person at a time to enter maintenance stores area. Small parcel deliveries must come to the main office entrance & be left in the reception area. Elkesley – Bottom yard production paperwork to be left in the bottom yard pump house, from where it will be collected. Weighbridge office accessible to weighbridge operators and authorised personnel only. Drivers and other staff must not enter the weighbridge office. Report to the hatch for assistance and stand back from the hatch when it is opened. Do not enter the entrance vestibule at 		<ul style="list-style-type: none"> ▪ Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. ▪ Work processes to be reviewed and redesigned as required to ensure social distancing can be maintained, before staff numbers are returned to normal levels. ▪ Review possibility of staggering arrival and departure times to reduce crowding into and out of the workplace. ▪ Dynamic risk assessments to be carried out on those activities where social distancing cannot be maintained (e.g. two person activity) to decide whether the activity is necessary to be done that way or if there is an alternative method to enable distancing. Consider additional measures of <ul style="list-style-type: none"> - Further increasing frequency of handwashing - Keeping activity time involved as short as possible - Using screens or barriers to protect people from each other - Using back to back or side to side working (rather than face to face) whenever possible - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) - Reduce job/equipment rotation ▪ One-way flow/markings to be considered if steps highlighted above for high traffic areas are unsuccessful. 	<p>Line Mgr</p> <p>Department Mgr</p> <p>Group Mgr</p> <p>Group Mgr</p> <p>SMT</p>	<p>Daily</p> <p>Ongoing (prior to return)</p> <p>Ongoing (as req)</p> <p>Ongoing (as req)</p> <p>As req</p>			
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		<p>the weighbridge if someone else is already in there. Top office access restricted to office-based staff & pre-arranged visitors only. Deliveries to the top office to be left outside the door and will be collected from there. Purchasing office restricted to purchasing personnel only, unless by express invitation. Garage office restricted to garage personnel only – 1 person in the office at a time. Garage and maintenance stores restricted to garage & maintenance personnel only – 1 person in the stores at a time. Maintenance office restricted to maintenance personnel only – 1 person in the office at a time. Maintenance workshop area restricted to maintenance personnel only.</p> <p>Hazlehead – No access to the transport office except for transport management personnel. Only one person in the driver paperwork area at any time. The front & side doors will remain locked to restrict access to the offices – office personnel to be contacted by phone, radio or email. Maintenance Supervisors office for the use of the Maintenance Supervisor only. Bruks office – for the use of maintenance personnel only, maximum of 1 person in the office at a time. Bruks control office – maximum of 1 person in this office at a time. All deliveries to come to main entrance and be left in the reception area.</p> <p>Mossley – The front doors will remain locked, the hatched door (at the back of reception) will be accessible for deliveries and staff only. Instruction to stand back when the hatch is opened and do not enter the area if someone else is present in it. The door will remain locked, but the hatch can be opened for access. Production, maintenance, garage staff and drivers must not enter the offices unless by express invitation. Office staff must not use the door from the kitchen to the reception room – reception should be contacted by phone or email. No access to the transport office except for transport management personnel. Only one person in the transport reception area at any time, report to the hatch for assistance and stand back from the hatch when it is opened. Do not enter the area if someone else is present. Garage office restricted to garage personnel only, only 1 person at a time permitted. Maintenance office restricted to maintenance personnel only, only 1 person at a time</p>							
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		<p>permitted. Garage and maintenance workshop areas restricted to designated personnel only. Production office for use of Site Manager/Supervisor only, only 1 person at a time permitted.</p> <ul style="list-style-type: none"> Site specific instructions issued to each site to limit and control numbers of people in communal areas. <p>Boston – Maximum of 2 persons in the canteen area at any one time, maintaining 2mtr distance – 1 person at each bench. Only one person to use the smoking shelter at a time. Maximum of 1 person in the office kitchen at a time.</p> <p>Elkesley – Maximum of 3 people in the works canteen at any time, maintaining 2mtr distance. There are 3 tables set out in the canteen for 1 person to sit at each table. Only 1 person to use the bottom yard break room at a time. Only 1 person to enter the bottom yard pump house at any time. Only 1 person at a time to enter the office kitchen. Only 1 person at a time to use the baling office. Only one person to use the smoking shelter at a time.</p> <p>Hazlehead - Maximum of 2 people in the works canteen at any time, maintaining 2mtr distance. There are 2 tables set out in the canteen for 1 person to sit at each table. Drivers rest area is being used by the production team as another works canteen to segregate staff – maximum of 1 person in this area at any time, maintaining 2mtr distance. There is 1 table set out in this area for 1 person to sit at. Office kitchen - maximum of 1 person in this area at any time. Only one person to use the smoking shelter at a time.</p> <p>Mossley - Maximum of 3 people in the works canteen at any time, maintaining 2mtr distance. There are 3 tables set out in the canteen for 1 person to sit at each table. Garage rest area for the use of garage personnel only – maximum of one person in this area at any time, maintaining 2mtr distance. Office kitchen - maximum of 1 person in this area at any time. Only one person to use the smoking shelter at a time.</p> <p>All areas – Maintain social distancing in all work areas, ensure through traffic of people is minimised</p>									
		<p>Social Distancing & Hygiene – Meetings/Briefings</p> <ul style="list-style-type: none"> Remote working tools (e.g. Microsoft Teams) used where possible to avoid in-person meetings. 	4	3	12	<ul style="list-style-type: none"> Hold meetings outdoors or in well ventilated rooms whenever possible. 	Site Mgr	Ongoing	2	3	6

	<ul style="list-style-type: none"> Where in-person meetings/briefings must take place, 2mtr separation maintained between people. Rooms kept well ventilated, or an outdoor area utilised where possible. Number of attendees kept to a minimum. Hand sanitiser/wipes placed in meeting rooms. Sharing of pens and equipment avoided 				<ul style="list-style-type: none"> For areas where regular meetings take place, use of floor signage to be considered to assist in social distancing. 	Site Mgr	Ongoing (as req)			
	<p>Social Distancing & Hygiene – Office Environment</p> <ul style="list-style-type: none"> Where it is possible, office workers to work from home. Occupancy levels in offices managed to enable social distancing. Windows and doors to be opened frequently to encourage ventilation where possible. Invoices and delivery notes generated by the company will be sent electronically wherever possible. Similarly, incoming paperwork will be treated in the same manner. Hand washing/sanitising procedures to be undertaken more frequently in instances where paperwork, goods and merchandise is handled. DSE Workplace assessment via standard company self-assessment document sent out to all employees continuing to work from home. Feedback reviewed and actioned where applicable. Where it is necessary to come into the workplace, start/finish times staggered wherever possible to reduce the number of people working together Office/workplace layouts assessed. One person per office/workstation wherever possible. Where not possible desk formation changed in office areas (2mtrs apart, back to back or side to side rather than facing or inclusion of screens if 2mtr cannot be achieved) 	4	3	12	<ul style="list-style-type: none"> Avoid hot desks, clean workstations between people. Floor tape or paint to mark out 2mtr to be considered Visits to colleague's offices to be restricted – do not visit unless a 2mtr distance can be maintained. 	Department Mgr Department Mgr Dept Mgr/ Employee	Ongoing Ongoing Daily	2	3	6
	<p>Social Distancing & Hygiene – Mobile Plant</p> <ul style="list-style-type: none"> Mobile plant to be cleaned down frequently, focussing on areas that are frequently touched. Cleaning to take place both prior to and after use using appropriate cleaning products and methods. Mobile plant internal cleaning guidance produced and issued to operators 	4	3	12	<ul style="list-style-type: none"> Daily checks to be undertaken by managers/supervisors, including checks of supplies of cleaning equipment. Operator to flag up low stocks on daily pre-use check sheet 	Line Mgr Employee	Daily Daily	2	3	6
	<p>Social Distancing & Hygiene – Fixed Plant</p> <ul style="list-style-type: none"> Areas (e.g touch screens) that are regularly touched on plant and equipment should be regularly cleaned using suitable cleaning products. 	4	3	12	<ul style="list-style-type: none"> Review layouts, line set up or processes to allow people to work further apart from each other – for example in picking stations/on the 	Department Mgr	Ongoing	2	3	6

						yard. Introduce revised instruction for these areas as applicable.								
						<ul style="list-style-type: none"> ▪ Floor tape or paint to mark out 2mtr 	Dept Mgr	As req						
						<ul style="list-style-type: none"> ▪ Internal cleanliness of vehicles to be inspected weekly by managers/supervisors, including checks of supplies of cleaning equipment. ▪ Drivers to flag up low stocks on timesheets or via cab phone email. 	Transport Co-Ordinator	Weekly	2	3				6
						<ul style="list-style-type: none"> ▪ Drivers to flag up low stocks on timesheets or via cab phone email. 	Employee	Daily						
						<p>Social Distancing & Hygiene – Drivers</p> <ul style="list-style-type: none"> ▪ Procedures in place for Drivers to ensure adequate welfare facilities available during their work. Drivers instructed to report issues encountered with welfare facilities via the debrief process. ▪ Where possible, drivers will be kept to the same vehicle. Where this is not possible, the vehicle will be cleaned between different users. ▪ Vehicle scheduling will limit the exposure of driver to rush hours/crowded places, and to reduce number of drivers at sites at a given time. ▪ Drivers encouraged to stay in vehicles and minimise unnecessary contact at gatehouses or on yards. Driver to social distance in those circumstances where physical interaction is required. ▪ Drivers informed of the site rules for the sites they visit (both internal and customer/supplier). ▪ Use of electronic paperwork where possible. Where not possible, drivers should wash/sanitise their hands thoroughly after contact. ▪ Regular cleaning of vehicles. Vehicle internal cleaning guide produced and issued to drivers. ▪ One person only in vehicles. ▪ Updated site rules issued for visitors/ contractors/ sub-contractors coming to site. 								
						<ul style="list-style-type: none"> ▪ Introduce revised instruction for these areas as applicable. 								
						<ul style="list-style-type: none"> ▪ Internal cleanliness of vehicles to be inspected weekly by managers/supervisors, including checks of supplies of cleaning equipment. ▪ Drivers to flag up low stocks on timesheets or via cab phone email. 								
						<ul style="list-style-type: none"> ▪ Drivers to flag up low stocks on timesheets or via cab phone email. 								
						<p>PPE and Face coverings</p> <ul style="list-style-type: none"> ▪ PPE requirements identified within non-COVID19 risk assessments and SSOW's to protect employees against health and safety risks at work will be used as routine. ▪ Where RPE is a requirement for risks associated with the work undertaken a face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. ▪ Additional PPE beyond what employee's usually wear is not beneficial (as per Government guidance documents) – COVID19 is a different type of risk which will be managed through social distancing, hygiene and fixed teams or partnering. 								
						<ul style="list-style-type: none"> ▪ Staff to be reminded that face coverings are an optional and personal preference only. ▪ Staff to be reminded that wearing of gloves is not a substitute for good hand washing. ▪ To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks 	Line Mgr	Daily	2	3				6
						<ul style="list-style-type: none"> ▪ Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	Line Mgr	Daily						
						<ul style="list-style-type: none"> ▪ To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks 	Compliance Dept	As req						

		<ul style="list-style-type: none"> Face coverings available for employees to wear in circumstances where they prefer to do so. Precautionary use of extra PPE to protect against COVID19 is not encouraged as the role of PPE in providing additional protection in these circumstances is extremely limited. Face coverings may be worn in enclosed spaces where social distancing is not possible. Wearing a face covering is optional and is not required by law, including in the workplace (except for on public transport or within retail premises). NOTE – RPE designated as required through routine risk assessment is mandatory. Face coverings must be worn on a two-man job. Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Guidance issued about face covering donning/doffing 																	
		<p>Mental Health</p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and open-door policy for those who need additional support. Wellbeing survey sent out to employees working from home. Wellbeing of workers who have remained in the workplace during the pandemic monitored on a regular basis <p>Protecting clinically vulnerable employees</p> <ul style="list-style-type: none"> Individual circumstances to be reviewed. Where the employee cannot work from home, review the 	4	3	12	<ul style="list-style-type: none"> Where people are struggling to work from home, phase in office days or “day in” schemes. 	HR & Comp Mgr	As req	2	3	6								

		role and risk assess to enable them to stay 2mtr from others.								
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Introducing COVID19 into the workplace from external sources	Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly or Pregnant workers, & those with existing underlying health conditions	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, or experiences loss of taste or smell they will immediately be sent home and advised to follow the stay at home guidance. They will also be instructed to take a COVID-19 test. ▪ Line managers will maintain regular contact with staff members during this time. ▪ If advised that a member of staff or public has developed COVID19 and were recently on our premises (including where a member of staff has visited other workplace premises), the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. ▪ Ensure that people who are advised to stay at home under existing government guidance do not physically come to work – enabling workers to work from home while self-isolating, if appropriate, SSP, furlough etc 	2	3	6				2	3	6
		<p>Contractors and Visitors</p> <ul style="list-style-type: none"> ▪ Work areas are closed to visitors across all sites unless by prior arrangement. Ad-hoc visitors only accepted within vestibule areas. Social distancing guidelines to be maintained & site rules followed. ▪ Number of contractors and visitors to site limited. ▪ Business activity conducted via phone/conference calls where possible. 	4	3	12	<ul style="list-style-type: none"> ▪ Ensure contractors and visitors receive company COVID19 instructions prior to arrival to site, detailing additional company rules in place to protect them from risk of spreading or exposure to COVID 19. ▪ Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (eg carry out at night, weekends, outside normal operating hours) 	Department Mgr	Ongoing	2	3	6
		<p>Travel</p> <ul style="list-style-type: none"> ▪ Non-essential trips between sites suspended unless vital. ▪ Remote contact options to be utilised in preference to face-to-face meetings. ▪ No communal car sharing to take place for business purposes. 	2	3	6	<ul style="list-style-type: none"> ▪ Where communal car sharing takes place for travel into work, employees to be advised to avoid where possible. Where not possible instruct employees, two people maximum per vehicle with fixed pairing (i.e. same 2 	Department Mgr	As req.	2	3	6

		<ul style="list-style-type: none"> Shared vehicles (e.g. vans) to be cleaned between shifts or on handover. 				people each trip). Passenger must sit in the offside rear of the vehicle. Increase ventilation by opening windows.					
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Sign Off & Approval (to be signed by the risk assessment team who completed this form & approved by the responsible manager).			
* Lead Assessor:	Graham Hobson		Date: 06.08.20
Other members:	Michelle Barnes		Date: 06.08.20
	Melanie Rigby		Date: 06.08.20
			Date:
			Date:
Senior Manager:	Approved by all Group Managers & Directors		Date: 06.08.20