

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is copy of Extra MSA Groups Risk Assessment for dealing with the current Covid-19 situation in the workplace. We have made every reasonable effort to cover all scenarios unique to our business whilst incorporating current & relevant Government guidance.

To keep up to date with Government advice to workplaces in this fast changing situation we source our information from many sources & consultation from our own industry,

<https://www.gov.uk/coronavirus> & <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> & <https://www.hse.gov.uk/coronavirus> & <http://www.hse.gov.uk/simple-health-safety/risk>

This Risk Assessment will be regularly reviewed and amended and released for staff and public viewing when appropriate and will be displayed on our company website <https://extraservices.co.uk/>

Extra MSA Group are a property owner of Seventeen Motorway Service Areas (MSA) & four Fuel Filling Stations on the UK's Strategic Road Network. Eight of Which have ongoing daily operations with directly employed staff. The remainder are operated by others who will be required to operate under their own Risk Assessments and COVID-19 secure Government guidance. Within the 8 locations 'operated' by 'Extra MSA Group', all retail, Catering and Ancillary 'Branded' outlets, including Fuel Filling Stations and EV charging are operated by 'Tenants', all whom will risk assess and operate their own units with the current Covid-19 Secure Government guidelines whilst working with Extra MSA Group to ensure a safe as possible operational interfaces between Landlord 'Common Areas' & tenant. Extra MSA group & it's daily operations operate within England only.

Review date: 04.03.2021

Objective of this Risk Assessment:

- Reduce the risk of the spread of Covid-19
- Ensure that our staff, our tenants' staff and suppliers, together with our/their customers, contractors and visitors are safe as reasonably practicable.
- Ensure that our tenants are open for business where allowed under law, as safely as reasonably practicable.
- To Align with Government & Public Health England on the ongoing development of guidelines as the situation develops.
- To provide assurance activities which are supported by instruction to our colleagues

Hazards Identified	People at Risk	Activity	Controls	Supporting Information	Assurance Measures
<p>Spread of Covid-19 Coronavirus;</p> <p>Presence & survival of the virus on surfaces & touch point</p> <p>Transmission of the virus by close contact where unable to maintain suitable social distancing</p> <p>Violence towards colleagues</p> <p>Insufficient Management and staff to operate</p> <p>Cleaning & hygiene supplies not readily available</p> <p>Not wearing a face covering</p>	<p>Everybody using our workplace;</p> <p>All Our Employees</p> <p>All tenant Employees</p> <p>All types of visitors to our premises</p> <p>Maintenance & PPM Contractors</p> <p>Delivery drivers</p> <p>Vulnerable groups – Elderly, Visual & hidden disability, Pregnant workers & those with existing underlying health conditions</p> <p>Anyone else who might physically come in contact with you in relation to our business (ie: Police & other authorities)</p>	<p>Routine Activities within Food court Amenity Building –</p> <p>All customer facing areas Incl. back of house - Landlord areas (Excludes all tenanted businesses)</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Suitable number of hand washing facilities with germicidal foaming hand soap and water in place at all locations for customers within MSA Washrooms. (Male, Female, Disabled & Baby changing. Incl Changing places where installed) • Alcohol sanitizer stations available at all locations at all Entry/Exit points of all amenity buildings. Use for all • Alcohol Sanitizer stations available in or around entry/exit points of all washrooms as described above. Use for all • Alcohol Sanitizer stations available in various visible locations within the central food court. Use for all • Steri-touch Hand dryers available in all washrooms. Zero touch operation. Use for all • Washroom & sanitizer is free to use for all • Blue roll for customers available upon request for hand drying • Stringent hand washing taking place with all staff & use all above methods • Waitress stations at all locations include hand wash facilities for our colleagues. • Staff reminded in all back of house areas to wash hands regularly via NHS issue posters in offices, cleaning cupboards and offices • Staff should also wash hands after every break & at least, hourly intervals during work time. • All MSA locations have suitable washroom facilities for staff numbers in back of house locations • All MSA locations have hand sanitizer in back of house corridor areas, often near doorways. • Staff responsibility to manage their 	<p>Customers & any other type of person/visitor</p> <ul style="list-style-type: none"> • On revolving display 24/7 digital handwashing advertisement video on digital screens produced by NHS/PHE • On revolving display 24/7 digital 'how to' handwashing images on digital screens produced by NHS/PHE • Handwashing/sanitizing 'how to' posters within washrooms and all entry/exit points (NHS issue) all MSA locations • What to expect when you visit @ https://extraservices.co.uk/policies/covid-19-risk-assessment/ <p>Staff</p> <p>Training information for our colleagues available online, Internal Covid training for Staff document v4 & Company Intranet News/training pages</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/emollients/ • https://www.gov.uk/coronavirus • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	<ul style="list-style-type: none"> • Cleaning staff on 24/7 in all MSA locations • Manager, Supervisor & daily Covid Check audit inspection • Area Manager site visit Covid Check audit inspection (at least weekly) • Covid practices audited by external risk management provider

<p>Reduced Staffing due to illness or isolation</p> <p>Workers living or travelling together that could get/spread the virus</p> <p>Mental Health Anxiety about the virus</p> <p>Getting or Spreading the virus by not social distancing</p> <p>Poor workplace ventilation</p> <p>Increased risk of infection & complications for vulnerable workers</p>			<p>own skin care & report and skin issues to site manager who will provide guidance & advice.</p> <p>Cleaning – all areas</p> <ul style="list-style-type: none"> • Appropriate level of cleaners throughout our 24/7 trading period • Staff levels remain same as at pre covid times. Except where Furlough for vulnerable employees may apply • Peak time scheduling to meet daily demand & seasonal demand • When demand unexpectedly peaks all staff are multi skilled and will be called to assist with cleaning food court & washrooms (grounds persons & security guard) • Manager &/or Supervisor presence 24/7 to lead cleaning of all high traffic areas • 24/7 cleaning – ‘see it sort it’ • All existing Coshh working practices remain in place. • Procurement of additional viral sanitizer to use as risk reducing additional tools to normal daily cleaning practice & approved chemical list. Application every 28 days or less where possible by cleaners. • Use of approved company issued cleaning products only – Viral & Kitchen sanitizers used 24/7 and meet BS standards • Existing staff currently working or returning to work for any reason of absence to be trained on current company covid-19 working practices for cleaning & recorded • Working with our ‘Branded’ outlet tenant operators to ensure they are operating with same or similar ‘in house’ practices & in accordance with current Government advice • All locations fully stocked for at least 2 weeks-worth of critical product • Cleaning Cupboards & waitress stations fully stocked throughout the day for ease of use where needed 	<ul style="list-style-type: none"> • Coshh Training guide all products • Coshh data Sheets all products • Internal Covid training for Staff document v4 • Staff Induction documents • Staff H&S refresher training documents • What to expect when you visit @ https://extraservices.co.uk/policies/covid-19-risk-assessment/ • Staff rota 	<ul style="list-style-type: none"> • Covid practices audited by external risk management provider • Area Manager site visit Covid Check audit inspection (at least weekly) • Site Manager daily Covid Check audit inspection • New starters or agency workers have an induction & training to company working practices and current covid-19 working practices for cleaning & recorded • Covid training recorded for all staff • Covid refresher training or updated versions recorded for all staff • Site Manager weekly stock check/orders • Area manager weekly order approval • Budgetary management • Operations manager meetings (bi-weekly) • Executive approves all products • Furlough log • CCTV review
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			<ul style="list-style-type: none">• Customer journey is relatively touch free. Most likely touch points are washroom cubicles, taps, sanitizer dispensers & food court furniture.• High Contact point identified as tables, chairs, washroom doors and taps, soap & sanitizer dispensers, waitress stations, door handles, handrails & push plates.• We clean 24/7, however high contact points for customers are cleaned after each use to 30 minutes. (seats & tables – every use)• Back of house touch points are cleaned daily due to being low usage area.• Cleaning is all 'in-house' - no external contractors allowed that might use other assessment methods• Large format MSA's will have a food court cleaner and toilet cleaner 24/7• All staff multi skilled and will move to a cleaning role if this isn't their normal role if demand requires it• Contingency process installed if critical product becomes unavailable – 3 new suppliers have been sourced• Contaminated cloths, wipes etc placed into general waste streams and removed regularly• General Waste recepticals are all lided & are suitable for discarded face coverings• Chemicals must be diluted and therefore not available for customer use• Customers can ask staff to clean specific areas for them 24/7• Showers are to be cleaned after each use and deep cleaned once per 24hr period		
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	All Our Employees	Staff travel	<ul style="list-style-type: none"> • Staff will travel to work alone either by walking, bike or car in every instance possible • Where travel to work alone is not an option public transport will be permitted. • Whilst using public transport, all staff must follow all current Gov & operator guidance • Staff are not temperature checked before starting work • Annual leave (holiday) where permitted under law are allowed. • Annual leave at home is permitted • Staff must follow all current guidance and legislation on holidays where permitted – travel to, from & returning to work • All annual leave booking is authorized and checked in accordance with all current guidance & law by senior management 	<ul style="list-style-type: none"> • Staff Covid training v4 	
	All Our Employees	Staff illness/Absence/leavers	<ul style="list-style-type: none"> • Staff showing symptoms or who develop symptoms whilst at work are sent home immediately and must book & take a test asap and inform manager of result. • Negative tests, zero symptoms and completion of all current self-isolation guidance must be followed. • Return to work interviews completed via phone before physical presence is allowed in our workplace • Staff are encouraged to download and use the NHS test & Trace app • Staff will inform management of any contact & guidance from test & trace. All instructions will be enforced. (made to complete self-isolation/book a test) • If staff illness due to Covid 19 leaves us with insufficient numbers in or teams, staff will be offered overtime and temps will be used from our approved providers – Covid induction training provided before work commences • All leavers will be recruited for, to keep 'business as usual' levels 	<ul style="list-style-type: none"> • Staff Covid training v4 	
	All Our Employees	Staff Rest Breaks	<ul style="list-style-type: none"> • Staff will complete all their daily rest break allowances • Staff will all take rest breaks alone • Staff are encouraged to take rest breaks in their vehicle or back of house areas 	<ul style="list-style-type: none"> • Staff Covid training v4 	

	<p>All Our Employees</p> <p>All tenant Employees</p> <p>All types of visitors to our premises</p> <p>Maintenance & PPM Contractors</p> <p>Delivery drivers</p> <p>Vulnerable groups – Elderly, Visual & hidden disability, Pregnant workers & those with existing underlying health conditions</p> <p>Anyone else who might physically come in contact with you in relation to our business (ie: Police & other authorities)</p>	<p>Protective equipment (PPE is not required in our setting in connection of preventing spread of Covid)</p> <p>Face Masks</p>	<p>rather than public food court areas</p> <ul style="list-style-type: none"> • Staff are provided with protective equipment such as Face Masks, Latex or Vinyl Gloves, Aprons • Wearing of gloves is not a substitute for good handwashing practice • Security guards issued with body worn camera & mobile – shared & cleaned with sanitizing product after each shift • Site Manager with a mobile phone for their individual use • Perspex screens in office desk spaces <ul style="list-style-type: none"> • Face masks to be worn by all staff when in any indoor public area • Face masks only need to be worn back of house when 2m cannot be achieved • Staff are encouraged to wear face masks anywhere where they see fit whilst at work (back of house & external) • Our MSA's do not close, but if they were for any unexpected reason, coverings should still be encouraged • Worn by all staff when managing external queuing or an emergency or security event • Exemptions apply in accordance with current Gov guidance & law & in particular, to communicate with persons with hearing impairments • Face visors and covering can be worn in accordance with Gov guidance • Staff trained on how to wear a face mask, visor or covering • Staff are trained to identify hidden disability & exemptions for customers and visitors – Sunflower Lanyard • Staff exempt from wearing face masks will be expected to wear an exemption card or sunflower lanyard. • Customer and any other person using our MSA's for any other reason can ask for a face mask (free of charge) • Persons may be refused entry • Face masks can be removed to consume food and beverage • When consumption completes, then masks should be placed back on appropriately 	<ul style="list-style-type: none"> • Staff Covid training v4 <p>Exemptions to the rules for wearing face coverings may include:</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <ul style="list-style-type: none"> • Colleagues or customers with health conditions who cannot put on, wear or remove a face covering because of any physical or mental illness or impairment or disability or without severe distress. • If staff or customers need to take medication or to eat or drink where reasonably necessary. • For customers with a hearing impairment and those who lip-read, colleagues should remove face coverings, as necessary, to provide advice, information or assistance. • If staff or customers need to remove it to avoid harm or injury, either to themselves or others – for example to get somebody's attention about a danger 	<ul style="list-style-type: none"> • Area Manager site visit Covid Check audit inspection (at least weekly) • Site Manager daily Covid Check audit inspection <ul style="list-style-type: none"> • Area Manager site visit Covid Check audit inspection (at least weekly) • Site Manager daily Covid Check audit inspection
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	<p>All Our Employees</p> <p>All tenant Employees</p> <p>All types of visitors to our premises</p> <p>Maintenance & PPM Contractors</p> <p>Delivery drivers</p> <p>Vulnerable groups – Elderly, Visual & hidden disability, Pregnant workers & those with existing underlying health conditions</p> <p>Anyone else who might physically come in contact with you in relation to our business (ie: Police & other authorities)</p>	<p>Tenants</p> <p>Visitors & Contractors</p> <p>Someone stating they have Covid Symptoms</p>	<ul style="list-style-type: none"> • All non-essential concessions required to be shut by law, will close until law changes. • All operating tenant partners work to their own internal Risk Assessments • All tenant partners provide Landlord with their risk Assessment • Landlord and tenant work together on queuing interface • Tenant manages all procedures and capacities within their own demise line • When a tenant reopens from enforced closure an assessment meeting will take place with landlord to update any required elements/impacts of both parties operating risk assessments <ul style="list-style-type: none"> • Communication of risk assessment issued to all parties required. • Receipt of contractors Covid risk assessments & general RAMS • Will be asked to sign in • Adherence to all emergency procedures <ul style="list-style-type: none"> • Will be refused entry • Signs at all entry points, stating not to enter • If someone very ill & needed an Ambulance – staff to isolate them in a suitable room & call 999 		
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	<p>All Our Employees</p> <p>All tenant Employees</p> <p>All types of visitors to our premises</p> <p>Maintenance & PPM Contractors</p> <p>Delivery drivers</p> <p>Vulnerable groups – Elderly, Visual & hidden disability, Pregnant workers & those with existing underlying health conditions</p> <p>Anyone else who might physically come in contact with you in relation to our business (ie: Police & other authorities)</p>	<p>Social Distancing & Increased demand from customers</p>	<p>Public facing areas</p> <ul style="list-style-type: none"> • An MSA is there to support the safe operation of the strategic road network & must meet demand for persons on an essential journey • Locations have had a Covid secure distancing calculation made for a maximum safe operating capacity; • Tenant areas controlled by tenant RA however our capacity calculation includes tenant areas where public can enter • Tenants responsible for their own internal area • Area Manager, Manager & Supervisor manage the capacity as technology isn't sufficient enough to monitor all types of visitors across multiple entry/exit points. • Staff may call Police to assist with removal of persons from premises if they refuse to follow guidelines or simple instruction form staff • Staff cannot remove persons from premises but will encourage people to leave or spread out whilst assessing their own safety and vulnerability • It is a lawful responsibility of a Constable to remove persons from premises. Our team can only & will encourage where safe to do so • Face coverings are mandatory for all persons within our buildings except where specific exemptions may apply, in accordance with the latest Government Advice. • We adopt the 2m rule everywhere possible • Where 2m rule is not possible – identified as washrooms then 1m+ - Mitigations are required • Washroom mitigations are face coverings as described above, Installed large screen dividers between urinals, cubicle divisions, 24/7 cleaning operation, good ventilation that is serviced & social distancing signage throughout • Throughout all public areas there are printed floor & wall sticker or posters and digital signage to encourage all persons to socially distance • All MSA Locations have digital screens or video walls - has NHS & company 	<ul style="list-style-type: none"> • Staff Covid training v4 documents • Authority visits/assistance log book • Company Intranet storage of all media messaging assets • Seating & queuing interface plan • Covid Max Persons calc document – all sites 	<ul style="list-style-type: none"> • All staff trained to encourage customers to social distance when they are not – 24/7 operation • Staff trained to call police to assist with removal if persons fail to follow the rule – 24/7 • Operations management meetings review (bi-weekly) • Area Manager site visit Covid Check audit inspection (at least weekly) • Site Manager daily Covid Check audit inspection • CCTV review
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			<p>branded Covid messaging on display 24/7; To include & may change depending on changes to guidance, law or local circumstances;</p> <ul style="list-style-type: none">• Stay Home, Protect NHS, Save Lives,• Remain in Household or bubble,• Hands, Face, Space,• Handwashing,• Local, please takeaway your food & beverage,• Is your journey essential &• Face masks.• All paid advertising has been stopped to give full impact to Covid messaging• All tables and chairs are planned/spaced apart to ensure 2m rule is applied and no one sits (external to household/bubble) face to face within 2m• Queuing interface plan to ensure tenants that exceed their store capacity or have front of unit server have adequate floor space. In accordance to sales/footfall volume• Communal walk ways are kept clear to aid smooth navigation around the building• Communal walkways are taped as 2 way road lanes and include directional floor stickers in the form of arrows• Communal walkways include hatched areas in front of busier tenant outlets and are identified with floor/wall sticker• NO waiting allowed in hatched areas• Both tenant and our staff manage queue interface and hatched areas during trading hours• Ensuring that as Landlord, the company works closely with all 'Branded' outlet tenant operators by assisting them with clear and concise messaging for customers and all other types of visitors in communal areas on what to expect when visiting. This also includes Implementation of physical and marked out social distancing aids to guide people through the buildings. This may be in the form of floor stickers, taped guides, posters, cones and barrier systems• Tenants can use landlord provided messaging, equipment & materials where requests are made• Indoor play areas are closed• All staff are responsible to return seating and tables that may have been moved by customers to appropriate distances	
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			<ul style="list-style-type: none">• All staff will encourage customer to not move furniture• Seating plan is limited to table seating of 2, 3 or 4. All larger tables have been removed from use• Staff may close certain areas to complete essential cleaning activity• Staff will engage with queuing interface management when necessary• There is no priority for emergency workers• Store Manager encouraged to openly discuss safety concerns with senior management• Senior management have autonomy to alter occupancy levels <p>Back of house</p> <ul style="list-style-type: none">• Staff have staggered shift start times across 24/7 daily activities• All office, cleaning cupboards have been assessed for capacity• Meetings are all held via video conferencing unless impossible to do so• In person meetings are prepared that minimum number of persons attend (critical decision makers only) & do not exceeds any meeting room or office capacity.• All staff break separately in a location of their own choosing. Our MSA's do not include staff break room facilities as they would normally use food court.• Protection screens have been installed between desks in all offices with multiple workstations. <p>External Areas</p> <ul style="list-style-type: none">• MSA Locations with Nexus digital screens (all except Leeds & Cullompton) has branded Covid messaging on display 24/7; To include & may change depending on changes to guidance, law or local circumstances;• Stay Home, Protect NHS, Save Lives,• Remain in Household or bubble,• Hands, Face, Space,• Handwashing,• Local, please takeaway your food & beverage,• Is your journey essential &• Face masks.• All patio seating, All tables and chairs are planned/spaced apart to ensure 2m rule		
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	All Our Employees	Our Staff (Other items) Office administration/head office staff	<p>is applied an no one sits (external to household/bubble) face to face within 2m</p> <ul style="list-style-type: none"> External seating is provided with our normal full capacity at all sites to encourage people to take rest, food & beverage outside Play parks where installed are fully open & weekly safety logs completed by manager <p>External Queuing</p> <ul style="list-style-type: none"> External queuing systems will be introduced if capacity is exceed & 1 in 1 out system used – Manager an supervisor discretion. External queuing equipment stored away when not in use Largest format MSA's have external queuing shelters in case of inclement weather External queuing will be managed by site team & always be on a footpath or patio No queue should encroach onto a vehicle area Queues only where adequate lighting is in place Queues will not block fire exits <ul style="list-style-type: none"> All office staff offered working from home All office staff provided with i.t and consumables free of charge to carry out their duties from home Some duties are not possible from home, therefore limited office visits are permitted and agreed by senior management Video conferencing meetings take place wherever possible If meetings are necessary in person, then limited to room size only & only to those that are key decision makers Issued with protect home workers guidance <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 Links to support groups & charies are 	<ul style="list-style-type: none"> https://www.hse.gov.uk/toolbox/workers/home.htm Staff Covid training V4 Company Intranet news updates Meeting & call notes 	
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	All Our Employees	Mental Health	<p>issued to staff</p> <ul style="list-style-type: none"> • 'Protect' (whistleblowing) scheme in operation for use of all staff • Senior managers make regular calls and video meet home workers to 'check in' externally to normal daily work duty • We will listen to & risk assess the concerns of our staff members with disabilities on an individual case basis • The company has identified all vulnerable workers • Will risk assess & or follow current government guidance for vulnerable persons, workers • Option of Furlough if requested (Where scheme exists) • Option to alter rota, reduce hours or work in quiet times or work from home where possible • Anyone proven to be extremely clinical vulnerable will not work/or work from home & supported financially. • All above - incl expectant mothers • Inform of risks & measures in place 	<ul style="list-style-type: none"> • https://www.hse.gov.uk/stress/mental-health.htm • Links on company intranet to Charities and other guidance 	
	All Our Employees	Vulnerable Workers	<ul style="list-style-type: none"> • The company has identified all staff who live together – these all work together in the same location & work group bubble 	<ul style="list-style-type: none"> • Furlough Log • Vulnerable persons log • Staff Covid training v4 • https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm • https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#work-and-employment-for-those-who-are-shielding 	
	All Our Employees	Staff who live together	<ul style="list-style-type: none"> • Delivery drivers work to their own company training and guidance • Delivery drivers whilst using public areas or welfare, follow all our company guidance measure • We have no manual handling activity requiring 2 person lift 		
	All Our Employees Delivery Drivers All tenant Employees	Deliveries	<ul style="list-style-type: none"> • All locations HVAC systems managed by BMS controls and maintained to manufacturers recommendations • Sites (where installed) will draw fresh air into the system, controlled electronically 	<ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm 	

	<p>All Our Employees</p> <p>All tenant Employees</p> <p>All types of visitors to our premises</p> <p>Maintenance & PPM Contractors</p> <p>Delivery drivers</p> <p>Vulnerable groups – Elderly, Visual & hidden disability, Pregnant workers & those with existing underlying health conditions</p> <p>Anyone else who might physically come in contact with you in relation to our business (ie: Police & other authorities)</p>	<p>Ventilation</p> <p>Emergency & Security Procedures</p> <p>Indoor Seating in Motorway Service Areas</p>	<ul style="list-style-type: none"> All company emergency procedures remain the same Where possible, this Covid risk assessment, training & guidance should be followed but not to detriment of endangerment to any given emergency by in action or concise communication 1st aid trained staff 24/7 on all locations Security procedures remain the same Where possible, this Covid risk assessment, training & guidance should be followed but not to detriment of endangerment to any given security by in action or concise communication <ul style="list-style-type: none"> Seating for on premises consumption in is permitted by law at Motorway Service Areas Persons can contact us via our website to find out why Where tenant brand partners have internal seating areas, they will continue to remain in use for customers if the seating area is communal & for all customers Where Seating in a tenant brand partner is exclusively for that brand only, the seating areas will be closed and that tenant be takeaway only & / or to consume within another seated communal seating area. 	<ul style="list-style-type: none"> Maintenance contracts Training records log Training course documentation Risk Assessments Emergency Response Manual Find out more below https://www.gov.uk/coronavirus https://www.gov.uk/guidance/national-lockdown-stay-at-home 	<ul style="list-style-type: none"> Maintenance records CCTV Review Incident/Accident Records Incident Investigation Training records log Emergency response manual
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	<p>All our employees</p> <p>Customers & user of play parks</p>	<p>Indoor Play Areas</p> <p>External Play Areas</p>	<ul style="list-style-type: none"> • Remain fully closed until legislation is updated to allow • All external play area and equipment remains open at locations with a play installation • Play equipment is cleaned with BS compliant viral sanitizer once per day and include gates, bins, benches, slides, swings, tunnels, exercise bars and handles • The parent, guardian or carer is responsible & should supervise their children in respect of social distancing & safe play • External play areas are unsupervised • External play areas are operated & maintained under a separate risk assessment and management log book • Although parents can take their children to play parks, they should not socialize with other parents • Parents, guardian or carer are advised should they enter play parks with their children only do so singularly (without co parent etc) to aid social distancing • Hand sanitizer and hand washing facilities located & free to use with adjacent food court amenity buildings. Parent encouraged to bring their own • No time limits or bookings system apply to our play parks • There are no enclosed areas within our play parks such as play houses • Localized limits to persons allowed within play park area • Parent, guardian or carer encouraged to mitigate social distancing where 2m is difficult / not possible by wearing a face covering • It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting 	<ul style="list-style-type: none"> • PlayparkRaLogbook • Localized signage/instruction at play park entrances • Localized hand sanitizer at play park entrances in some locations that are frequently used by local residents 	
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