



## Risk Assessment

**ACTIVITY:** COVID-19 Overarching Restart Risk Assessment – September Start 2020

### **DETAILS:**

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans. COVID-19 is a respiratory infection thought to be much more contagious than previous types of coronavirus such as SARS and MERS. Coronaviruses are zoonotic, meaning they can also be transmitted between animals and people.

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. These droplets can land on objects and surfaces around the person such as tables, door handles and handrails. It is very unlikely it can be spread through things like packages or food. The incubation period is reported as ranging between 1-14 days, but most thought to be around 5 days.

This risk assessment is applicable to all staff, students, visitors, contractors and delivery personnel on all DN Colleges Group (DNCG) premises (including partnership sites) and on official offsite activities. This assessment should be read and used in conjunction with existing risk assessments and guidance in place that outline general control measures and can be used in the review process.

The overarching **hazard** is the exposure of individuals or groups of individuals to potentially infected individuals, contaminated surfaces or equipment aiding coronavirus (COVID-19) transmission and spread. This can be through poor hand and respiratory hygiene regimes/facilities, inadequate cleaning protocols, inadequate ventilation, lack of social distancing and contact minimisation.

Type of **harm** is that individuals contract the virus leading to increased risk of severe illness and/or death and/or mental ill health effects and physical injuries/disorders due to changes in process and procedures.

**Persons affected** include all building/premises users and all persons on official offsite activities.

It is key to recognise and acknowledge the need for regular monitoring and review due to guidance changes and developments in the local areas/community. A flexible and pragmatic approach has been adopted during the development of this assessment.

## 1. Identified Hazards/Activity and Existing Controls:

| Hazard No | Description of Activity                             | Existing Controls   |
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| 1         | Estate/premises/building restart schedule           | <ul style="list-style-type: none"> <li>• Key identified restart requirements incorporated on the Estates schedule to be fully implemented/in progress prior to users returning</li> <li>• All statutory testing requirements to be met prior to users returning</li> </ul>  |
| 2         | Travel management                                   | <ul style="list-style-type: none"> <li>• Where possible, walking or cycling to site is encouraged</li> <li>• Where possible, reverse parking is advised</li> <li>• Maintain social distancing when moving around the car parks/grounds</li> <li>• Designated pick up and drop off points at each site</li> <li>• When using public transport – try to sit away from other passengers, avoid touching handrails and seats, avoid touching your face and use hand sanitiser regularly</li> <li>• Follow Government guidance on the use of face coverings</li> </ul>   |
| 3         | Arrival/departure on/from site                      | <ul style="list-style-type: none"> <li>• All users are required to undertake full induction prior to returning to site</li> <li>• All staff to undertake online 'safesmart' COVID-19 awareness module via 'smartlog'</li> <li>• All users encouraged to wash or sanitise hands on arrival and when leaving the premises</li> <li>• All visitors must sign in/out at reception</li> <li>• All visitors must read visitors safety information on arrival</li> <li>• Where possible, all visitors will be sent safety information prior to arrival on site (by the staff host)</li> <li>• Staff hosts are responsible for ensuring their visitors have read and understood the safety information</li> </ul> |
| 4         | Social distancing/contact minimisation requirements | <ul style="list-style-type: none"> <li>• Limited college staff on site at any one time</li> <li>• Those staff able to continue to work from home will do so (as agreed with Line Managers)</li> <li>• A blended learning approach has been adopted</li> <li>• Where possible, student groups will be kept in segmentations</li> <li>• Students and staff encouraged to stay on site during break times</li> <li>• Where possible, meetings to continue to take place via Microsoft teams</li> <li>• Where possible, individuals to distance at least 2 metres from other people</li> </ul>  |

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|          |                           | <ul style="list-style-type: none"> <li>• Where 2 metres is not feasible we have ensured at least a 1 metre distance and taken all the mitigating actions possible</li> <li>• Movement through corridors and on stairwells must be kept to the left hand side</li> <li>• No congregating in communal areas (inc corridors/stairwells)</li> <li>• Social seating has been removed where possible</li> <li>• Queue mazes implemented where necessary</li> <li>• Floor markers have been installed throughout the buildings to highlight social distancing requirements (including corridors, toilets, workshops, classrooms, social spaces, lift areas)</li> <li>• Clear signage and information displayed throughout all buildings</li> <li>• Cleaning stations throughout the buildings</li> <li>• Sanitiser stations throughout the buildings</li> <li>• Where possible, Perspex screens have been installed at front of house services (including receptions, service desks, student support, pay points)</li> <li>• Where possible, Perspex screens have been installed in staffrooms</li> </ul> |
| <b>5</b> | Cleaning procedures       | <ul style="list-style-type: none"> <li>• Existing cleaning protocols to continue</li> <li>• Additional enhanced cleaning procedures in place</li> <li>• Increased daytime cleaning provision</li> <li>• Increased focus on frequently touched surface such as door handles, handrails, light switches</li> <li>• Cleaning stations throughout the buildings</li> <li>• Individual areas have been provided with cleaning materials to be used by staff and students</li> </ul>   |
| <b>6</b> | Lift use                  | <ul style="list-style-type: none"> <li>• General lift use to be discouraged</li> <li>• Where possible, essential lift use will be single occupancy</li> <li>• Sanitiser stations are provided at each level entrance</li> </ul>  |
| <b>7</b> | Escalator use (Doncaster) | <ul style="list-style-type: none"> <li>• Escalators to remain in 'up down' use</li> <li>• Users to stay to the left side of the escalator</li> <li>• Users must maintain 2 metre distance between the user in front</li> <li>• Overtaking on the escalator is prohibited</li> <li>• Sanitiser stations at access/exit points</li> </ul>  |
| <b>8</b> | Classrooms                | <ul style="list-style-type: none"> <li>• General teaching rooms have desks spaced 1 metre apart</li> <li>• 1.5 metre distance marker along/from teaching wall</li> <li>• Smaller desks have been used where possible</li> <li>• Tutor to enter the room first</li> <li>• Where possible, windows will remain open to aid ventilation</li> <li>• Door to be propped open on student arrival and departure</li> </ul>  |

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|           |   | <ul style="list-style-type: none"> <li>• Students to fill from the back desks forward (leave desk near door free for potential late arrivals if required) and leave from the front desks to the back</li> <li>• Where possible, students to be allocated the same desk for all sessions</li> <li>• All desks/tables, chairs and equipment to be sanitised before and after use</li> <li>• Where possible, the staff member will move between rooms and students will stay in the same room for the duration of their sessions</li> <li>• Food and drink permitted in the general teaching rooms, all waste must be placed in the bins provided</li> <li>• Maximum occupancy level to be displayed on doors</li> </ul>   |
| <b>9</b>  | Workshops/practical/laboratory teaching space | <ul style="list-style-type: none"> <li>• Workshop/practical areas to comply with social distancing requirements</li> <li>• Local area risk assessments will be displayed</li> <li>• Where applicable, stores areas are to be accessed and managed by staff only</li> <li>• Door to be propped open on student arrival and departure</li> <li>• Where possible, one-way circulation route around the workshop/practical area has been identified</li> <li>• All work benches/equipment/surfaces to be sanitised before and after use</li> <li>• Where possible, screens have been installed to enable social distancing</li> <li>• All hand dryers have been isolated and paper towels and bins provided</li> <li>• Where equipment use increases the risk of spread such as hair dryers additional PPE must be worn</li> <li>• All PPE will be disposed of as contaminated waste</li> <li>• Additional PPE bins have been provided</li> <li>• Where possible, windows will remain open to aid ventilation</li> <li>• Drinks only permitted (not food), all waste must be placed in the bins provided</li> <li>• Maximum occupancy level to be displayed on doors</li> </ul> |
| <b>10</b> | Shared equipment                              | <ul style="list-style-type: none"> <li>• All equipment usage to be controlled/issued by area staff member</li> <li>• All equipment to be sanitised before and after each use by teaching staff</li> <li>• Where possible, equipment will be assigned to the individual for the duration of the session and cleaned before and after use</li> </ul>  |
| <b>11</b> | Personal/intimate care requirements           | <ul style="list-style-type: none"> <li>• Where assistance with essential personal/intimate care is required to ensure the needs of the student are met, full PPE will be provided including; nitrile gloves, plastic aprons, surgical masks, face shield</li> <li>• All PPE will be disposed of as contaminated waste</li> <li>• Additional PPE bins have been provided</li> </ul>  |

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| <p><b>12</b></p> | <p>Personal protective equipment (PPE)/workwear and face coverings</p> | <p>PPE/workwear</p> <ul style="list-style-type: none"> <li>• Existing PPE requirements/assessment in identified areas remain the same</li> <li>• All persons required to wear PPE will be trained in its use, storage and disposal</li> <li>• Overalls/safety footwear should be left securely on site and not reused for at least 48 hours</li> <li>• Additional staff and student lockers have been provided where possible</li> <li>• Where secure storage of overalls/safety footwear is not possible, overalls must be removed before leaving site and sealed in a bag, these should stay in the bag for at least 48 hours before putting through a wash of at least 60°C</li> <li>• All single use PPE will be disposed of as contaminated waste</li> <li>• Additional PPE bins have been provided</li> <li>• Reusable PPE will not be shared and disinfected before and after each use</li> </ul> <p>Face coverings</p> <ul style="list-style-type: none"> <li>• Government guidance on face coverings in public spaces to be followed</li> <li>• The use of face coverings is a personal choice, however, we request that students wear face coverings in communal areas/spaces</li> <li>• Where essential (through teaching or work activity) and social distancing cannot be achieved, face coverings will be provided. Otherwise staff and students can use their own face covering if they wish to do so</li> </ul> <p>Face shields</p> <ul style="list-style-type: none"> <li>• The use of face shields is a personal choice, however, we request that, where able, staff wear face shields when working in close proximity to students or other staff and social distancing cannot be maintained, face shields will be provided or staff can use their own if they wish to do so</li> </ul> |
| <p><b>13</b></p> | <p>Learning Resource Centre (LRC)</p>                                  | <ul style="list-style-type: none"> <li>• Appointment booking system in place</li> <li>• 'Click and collect' system for books/resources</li> <li>• Agreed drop off points for book/resource return</li> <li>• All returned resources must be securely stored (and untouched) for at least 72 hours prior to sorting</li> <li>• Where possible, Perspex screens have been installed at front of house service desks</li> <li>• Cleaning stations provided</li> <li>• Floor markings installed depicting social distancing requirements</li> </ul>   |
| <p><b>14</b></p> | <p>Office/staffroom</p>  | <ul style="list-style-type: none"> <li>• Clear desk policy implemented to aid cleaning and desk sharing</li> <li>• Where possible, Perspex screens have been installed</li> <li>• Cleaning materials provided</li> <li>• Those staff able to continue to work from home will do so (as agreed with Line Managers)</li> </ul>  |

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|           |                                   | <ul style="list-style-type: none"> <li>• Reduced staff numbers on a daily basis</li> <li>• Some workstations taken out of use to aid social distancing requirements</li> <li>• Where possible, staff encouraged to avoid 'popping in' to other offices, continued communication via Microsoft Teams, email etc</li> <li>• Maximum occupancy levels displayed</li> </ul>  |
| <b>15</b> | Catering/welfare/break facilities | <ul style="list-style-type: none"> <li>• Limited catering provision available at DC, NLC and UCNL</li> <li>• Cashless payment only</li> <li>• Cleaning materials available at vending machines</li> <li>• Water coolers/fountains have been upgraded to foot operation</li> <li>• Diners will be set up with social distancing in mind and available for use during breaks</li> <li>• Where possible and weather permitting breaks to be taken outside observing social distancing requirements</li> <li>• Breaks will be staggered through timetabling</li> </ul> |
| <b>16</b> | Toilet/sanitary facilities        | <ul style="list-style-type: none"> <li>• Number of cubicles have been restricted</li> <li>• Number of sinks have been restricted</li> <li>• Number of urinals have been restricted</li> <li>• Where possible, distancing floor markers will be installed</li> <li>• All hand dryers have been isolated and paper towels and bin provided</li> <li>• Soap and/or sanitiser levels will be monitored regularly by Estates</li> </ul>   |
| <b>17</b> | Smoking                           | <ul style="list-style-type: none"> <li>• Where applicable/possible, floor distancing markers will be installed within the designated smoking areas</li> <li>• Social distancing must be adhered to by all users accessing smoking areas</li> <li>• Where smoking is on public land, social distancing rules will be recommended</li> </ul>   |
| <b>18</b> | Portable Appliance Testing (PAT)  | <ul style="list-style-type: none"> <li>• Non-essential portable appliance testing (PAT) will be postponed at this time</li> <li>• Essential and frequently used equipment such as cleaning equipment will be tested in house</li> <li>• All areas to ensure pre use visual checks are conducted on equipment to check for signs of wear, tear, fraying, damage and burns (as part of area risk assessment reviews)</li> </ul>  |
| <b>19</b> | Waste disposal                    | <ul style="list-style-type: none"> <li>• Staff to follow existing waste disposal protocols</li> <li>• If contamination is suspected, all waste to be double bagged and stored for 72 hours before disposal into general waste</li> <li>• All PPE will be treated as contaminated waste and must be double bagged and stored for at least 72 hours before disposal into general waste</li> </ul>  |
| <b>20</b> | Fire safety arrangements          | <ul style="list-style-type: none"> <li>• All individuals advised to maintain social distancing when at assembly points</li> <li>• Identified staff on site will be required to undertake fire warden training</li> </ul>   |

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|           |                        | <ul style="list-style-type: none"> <li>• Individual personal emergency evacuation plan (PEEP) requirements must be identified prior to returning to site</li> <li>• Corridor doors and/or fire doors are to be held open by magnetic devices linked to the fire alarm only</li> <li>• Fire doors are not to be propped open</li> <li>• Workshop/Classroom doors can be propped open on student arrival and departure</li> <li>• All doors must be closed on evacuation</li> <li>• Contaminated waste storage area to be identified and ignition sources removed</li> </ul>  |
| <b>21</b> | First aid arrangements | <ul style="list-style-type: none"> <li>• First aid procedures reviewed</li> <li>• CPR procedures reviewed</li> <li>• Duty first aiders contacted to identify continued provision capabilities</li> <li>• All first aiders have been/will be issued with additional equipment/PPE including; nitrile gloves, plastic aprons, surgical masks, face shield, contaminated waste bags and contactless thermometer</li> <li>• FFP3 facemask in the event CPR is required</li> <li>• All PPE will be disposed of as contaminated waste</li> </ul>  |
| <b>22</b> | Symptomatic individual | <ul style="list-style-type: none"> <li>• Where a person presents with symptoms including fever, cough, shortness of breath, breathing difficulties, loss of senses of taste and smell, they will be given a facemask and gloves immediately and asked to leave site immediately</li> <li>• Where immediate removal is not achievable, they will be taken to the isolation room whilst departure from site is arranged</li> <li>• If they require supervision whilst they wait the individual will wear PPE as described in the first aid arrangements</li> <li>• Where symptom severity dictates an ambulance will be called, the operator must be informed of possible case prior to them arriving on site</li> <li>• If the symptomatic individual requires the use of a toilet during this time, they will be taken to a single use toilet that will then be locked off to enable a full clean and disinfection</li> </ul> |
| <b>23</b> | Isolation room         | <ul style="list-style-type: none"> <li>• All sites have a designated isolation room</li> <li>• Non-essential equipment and soft furnishings have been removed from the room</li> <li>• A full clean and disinfection of the isolation room will be conducted after use</li> </ul>   |
| <b>24</b> | Confirmed case         | <ul style="list-style-type: none"> <li>• All staff confirmed cases must be reported immediately to HR and H&amp;S</li> <li>• All student confirmed cases must be reported immediately to their tutor and H&amp;S</li> <li>• H&amp;S will link directly with Public Health England and the local Public Health Team</li> <li>• Containment instructions will come directly from the Public Health Team and will be followed (the assessment and controls will be on a case by case basis)</li> </ul>   |

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|           |  | <ul style="list-style-type: none"> <li>• The test and trace initiative will be fully supported</li> </ul>  |
| <b>25</b> | Mental Health  | <ul style="list-style-type: none"> <li>• Counselling services in place for staff and students</li> <li>• Mental health first aiders</li> <li>• All encouraged to talk openly about the effects of the pandemic on them and their loved ones</li> <li>• Support materials and guidance shared on a regular basis</li> <li>• Continue regular communication with homeworking staff including furloughed members</li> <li>• Continue to support staff and promote positive work life balance</li> </ul>   |
| <b>26</b> | Enforcement  | <ul style="list-style-type: none"> <li>• All staff are responsible for ensuring the requirements of this assessment are promoted, encouraged and enforced in their own areas and whilst on site</li> <li>• Existing area risk assessment reviews must reflect how these control measures will be managed and enforced in their own area</li> </ul>   |
| <b>27</b> | Communication  | <ul style="list-style-type: none"> <li>• All users to undertake full induction prior to first time on site and/or on arrival</li> <li>• Previous staff briefings via emails and FAQ's</li> <li>• Signage throughout all buildings</li> <li>• Information posters displayed throughout the buildings and in toilet areas</li> <li>• Information displayed on the plasma screens</li> <li>• Good personal hygiene and handwashing methods (at least 20 seconds) promoted and encouraged</li> <li>• All users encouraged to wash or sanitise hands on arrival and when leaving the premises</li> <li>• Catch it bin it kill it' initiative promoted</li> <li>• Staff instructed not to attend work if they are unwell or have symptoms</li> <li>• Staff to be instructed to notify HR if they fall into a 'vulnerable worker' category, either existing or new condition</li> <li>• Students instructed not to attend site if they are unwell or have symptoms</li> </ul> |
| <b>28</b> | Disregard of controls                                      | <ul style="list-style-type: none"> <li>• All areas are responsible for enforcing and monitoring compliance with controls set out</li> <li>• Blatant disregard of the controls will lead to the immediate removal of the individual</li> <li>• Disciplinary procedures will be initiated as appropriate</li> </ul>  |
| <b>29</b> | Nursery  | <ul style="list-style-type: none"> <li>• Working under individual comprehensive risk assessment</li> <li>• Continue to monitor and adapt to changing Government guidelines</li> </ul>  |
| <b>30</b> | North Lindsey College onsite COVID-19 NHS testing facility | <ul style="list-style-type: none"> <li>• All users to be made aware of NHS COVID-19 onsite testing facility at North Lindsey College</li> <li>• Where possible, movement near the facility will be restricted</li> </ul>   |
| <b>31</b> | Visits and trips   | <ul style="list-style-type: none"> <li>• Only curriculum critical offsite visit and trips are to take place at this time</li> <li>• COVID secure information to be received from the external venue prior to visit taking place and incorporating into the college risk assessment</li> </ul>  |

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| 32 | Contractor management   | <ul style="list-style-type: none"> <li>• All contractor works must go through Estates</li> <li>• All contractors must be inducted on arrival on site</li> <li>• Unauthorised contractors will be removed and/or refused access</li> <li>• Contractor risk assessments and method statements (RAMS) must be submitted and agreed prior to works and arrival on site</li> <li>• All contractors will report to Estates and sign in</li> <li>• Contractor works will be monitored by Estates and Health &amp; Safety (H&amp;S)</li> </ul>             |
| 33 | Homeworking   | <ul style="list-style-type: none"> <li>• Continue to support staff working from home, further practical guidance and assessment checklist issued to identify at risk staff members</li> <li>• Staff homeworking survey conducted (lead by IT)</li> <li>• Staff with diagnosed medical conditions and/or physical disabilities identified and contacted to confirm at home working capabilities and individual requirements</li> </ul>  |
| 34 | Official offsite/employer activities (apprenticeships, work placement, training delivery) | <ul style="list-style-type: none"> <li>• All staff to adhere to site specific control measures</li> <li>• All staff to undertake external inductions as required</li> <li>• Be in receipt of the employer DNCG COVID-19 declaration/questionnaire prior to site visit</li> </ul>   |
| 35 | Partnership sites – CATCH, Airco, British Steel, Kirklees                                 | <ul style="list-style-type: none"> <li>• Close collaboration with site representatives to agree safe September return</li> <li>• Site specific risk assessments have been developed and agreed prior to return</li> <li>• The same standards from this assessment will be applied to all partnership sites</li> </ul>  |
| 36 | Business continuity   | <ul style="list-style-type: none"> <li>• ‘Post lockdown review’ conducted to analyse what went well, what we can learn from and prioritise actions to enhance response capabilities in the future</li> <li>• Due to possibility of future pandemic, second wave or localised lock down ensure our capability to work and teach remotely remains active and well advanced</li> </ul>  |
| 37 | Government test and trace initiative and quarantine requirements                          | <ul style="list-style-type: none"> <li>• All individuals, if contacted as part of the Government test and trace initiative must self-isolate as advised and comply with the requirements however frequent this may be</li> <li>• Monitor impact of the test and trace initiative on staff absence data</li> <li>• Monitor impact of the test and trace initiative on student absence data</li> <li>• All individuals returning from a Government listed country are required to comply with quarantine guidelines</li> </ul>                       |
| 38 | Safeguarding  | <ul style="list-style-type: none"> <li>• Continue to have regard to statutory safeguarding guidance set out in Working Together to Safeguard Children and Keeping Children Safe In Education 2019</li> <li>• Fundamental safeguarding principles remain the same in that the best interests of children must always continue to come first</li> <li>• If anyone has a safeguarding concern they should continue to act and act immediately by contacting the Safeguarding team in the relevant college via e mail or telephone as usual</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>Senior Designated Safeguarding Lead (DSL) and deputy DSL are always available for advice and are contactable via telephone and online</li> </ul> |
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## 2. Additional Control Measures:

| Hazard No (from above) | Additional Controls Required  | Who Will Action These? When?                                 |
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| 2                      | <ul style="list-style-type: none"> <li>Determine expected mode of transport for students and agree controls</li> </ul>  | Curriculum/Support Directors/Managers                        |
| 3                      | <ul style="list-style-type: none"> <li>Develop and agree September start induction package</li> </ul>   | H&S – Early August - complete                                |
| 4                      | <ul style="list-style-type: none"> <li>Develop 'safety principles' and create poster</li> <li>Display 'covid secure' poster</li> <li>Review Statement of Intent and publish</li> </ul>  | H&S – Early August - complete                                |
| 12                     | <ul style="list-style-type: none"> <li>Where applicable, all areas requiring PPE to ensure sufficient supply on site</li> </ul>   | Curriculum/Support Directors/Managers<br>Early August        |
| 20                     | <ul style="list-style-type: none"> <li>Identify waste storage area and remove all ignition sources</li> <li>Review fire risk assessments to identify non fire doors</li> </ul>  | Estates – Early June - complete<br>H&S – Mid June - complete |
| 27                     | <ul style="list-style-type: none"> <li>Develop visitor specific induction/information material</li> <li>Staff to be instructed to notify HR if they fall into a 'vulnerable worker' category, either existing or new condition</li> </ul> | H&S – Mid August - complete<br>Head of HR                    |
| 33                     | <ul style="list-style-type: none"> <li>Develop 'homeworking principles' to guide Line Managers in prioritising staff on site (including vulnerable worker considerations)</li> </ul>  | Chief Operating Officer                                      |
| 34                     | <ul style="list-style-type: none"> <li>Develop employer engagement/face to face process (work experience/ placement/ apprenticeships/training delivery)</li> </ul>  | Area Director & H&S – Mid August                             |
| 35                     | <ul style="list-style-type: none"> <li>Continue to work with partnership sites to monitor effectiveness of controls</li> </ul>  | Partnership site Leads/Managers                              |

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| <b>Assessment by:</b><br><b>Sign</b> | <b>Print</b> Nikki Mell –<br>Head of Health & Safety | <b>Approved by (SLT member):</b><br><b>Sign</b> | <b>Print</b> Mick Lochran -<br>Chief Executive Officer |
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| <i>Mell</i>              |  | <i>Moshra</i>            |  |
| <b>Date: August 2020</b> |  | <b>Date: August 2020</b> |  |