

Activities covered by this assessment	Leicestershire Music Spring Festival at De Montfort Hall Number of pupils involved over the whole day: 27.03.23 - 1600 28.03.23 - 1600 29.03.23 - 1300	Reference	LM_RA_LCC	
Site Address / Location	De Montfort Hall, Granville Road, LE1 7RU Attenborough Arts Centre, Lancaster Road, LE1 7HA	Department / Service / Team		Children and Family Services
Note: Measures for music service staff should run in line with current school risk assessment. A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity				

In these unprecedented, rapidly changing and evolving times, with information being updated regularly, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.

This risk assessment must be read in conjunction with your team’s other risk assessment (which will cover other relevant hazards, such as slips, trips and falls and manual handling)

If an employee, or employee's household is displaying [COVID – 19 symptoms](#), they must stay at home and follow Government advice. To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home. Use the 111 online coronavirus service for further information.

This risk assessment should be made specific (if needed) and communicated to all employees undertaking this activity, to ensure they understand and agree to the control measures. This document is to be reviewed regularly in light of COVID-19 government guidance.

Staff briefing from (for communication of this RA): <https://leics.sharepoint.com/sites/intranet/HDI/Documents/HR/staff-safety-information-briefing-form.doc>

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p><i>(COVID-19 related deaths related will likely increase the risk that immediate family members will have been exposed to the virus.)</i></p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell</p>	<p>General Measures The government has removed remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading COVID-19. Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19). Covid-19-guidance-for-employees</p> <p>Face coverings are no longer advised.</p>	H	L	M	<p>Managers should be aware that the government has removed remaining domestic restrictions in England.</p> <p>Music Service staff are advised to follow Gov advice and get vaccinated and let fresh air in if meeting indoors, or meet outside. Staff should also be advised to consider wearing a face covering in crowded or enclosed spaces</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>						

	<p>(anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>					<p>If any workers display any of the main symptoms of COVID-19, they should inform their manager and follow the guidance What to do if you get coronavirus (COVID-19) symptoms again</p> <p>The member of staff will be advised to stay at home and the school(s) must be informed as necessary.</p> <p>The school must notify the LCC staff, if a pupil and or member of school staff, that they have been in contact with, has a positive result.</p>								
<p>Ensemble Performances (out of hours provision)</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers,</p>	<p>The government has removed remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading COVID-19. Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19).</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p>								

	<p>employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>Covid-19-guidance-for-employees</p> <p>The following guidance may apply to the work of LM:</p> <p>Reducing the spread of respiratory infections, including COVID-19, in the workplace</p>				<p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>								
<p>Collection and delivery of instruments</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The</p>	<p>The following guidance may apply to the work of LM:</p> <p>Reducing the spread of respiratory infections, including COVID-19, in the workplace</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>Those with symptoms must follow Government Guidance.</p>								

	<p>symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>					<p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>								
<p>Cleaning instruments – general</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature.</p>	<p>Instruments present a risk of contact transmission.</p> <p>Sharing mouth-blown instruments is not considered safe.</p>	M	L	L	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>								

	Other symptoms may include nausea/vomiting/headache/joint pains/diarrhoea				<p>Avoid sharing instruments and equipment wherever possible.</p> <p>More advice on cleaning different instruments is available from this gov website: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>						
Singing	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include:</p>	Singing can take place in groups of any size.	M	L	L	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p>					

	New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea										
Playing and care of instruments - Woodwind	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include:</p>	<p>All ensemble work can take place in groups of any size.</p> <p>Sharing mouth-blown instruments is not considered safe.</p>	H	M	M	<p>Woodwind: Do not immerse or soak woodwind instruments with cork joints or with keywork as it may damage pads: this includes flute headjoints, as it will damage the headcork.</p> <p>After playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth. Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush,</p>					

	<p>New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>					<p>to ensure that all dirt and debris are removed.</p> <p>Woodwind pupils should have their own mouthpiece, reeds must never be shared, mouthpieces and upper tubing, crooks or headjoints must be thoroughly washed before and after playing and dried before putting back in the case.</p> <p>Recorders can be cleaned in the top of a dishwasher.</p>								
<p>Playing and care of instruments - brass</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to</p>	<p>All ensemble work can take place in groups of any size.</p>	H	M	M	<p>Brass pupils should have their own mouthpiece, mouthpieces and upper tubing, crooks or headjoints must be thoroughly washed before and after playing and dried before putting back in the case.</p>								

	<p>other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>													
<p>Playing and care of instruments - Percussion</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other</p>	<p>All ensemble work can take place in groups of any size.</p>	M	L	L	<p>Avoid sharing instruments and equipment <i>if possible</i>.</p>								

	<p>colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>													
<p>Steel Pan guidance</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The</p>	<p>All ensemble work can take place in groups of any size.</p>	M	L	L	<p>Avoid sharing instruments and equipment <i>if possible</i>.</p>								

	<p>symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>													
<p>Playing and care of instruments - Strings</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The</p>	<p>All ensemble work can take place in groups of any size.</p>	M	L	L	<p>Avoid sharing instruments and equipment <i>if possible</i>.</p>								

	<p>symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>													
<p>Music tech uses in lessons</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may</p>	<p>All ensemble work can take place in groups of any size.</p>	M	L	L	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p>								

	range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea											
Wellbeing/Mental Health/Stress	Working in schools during the COVID-19 outbreak, staff are at risk from 'work related' stress. Increased demands, due to exceptional circumstances can exasperate anxiety / mental health issues	<p>Employees should aim to keep regular contact with work colleagues using media, skype Apps, LM drop ins etc, wherever possible.</p> <p>Managers should provide welfare checks.</p> <p>Each employee / manager should have an emergency point of contact.</p> <p>EAP support available for all.</p>	M	M	M	<p>Support with Mental Health https://leics.sharepoint.com/sites/intranet/HDI/Pages/Support-with-mental-health.aspx</p> <p>Support with Stress https://leics.sharepoint.com/sites/intranet/HDI/Pages/Support-dealing-with-stress.aspx</p> <p>Smarter Working Resources https://leicestershiretotara.learningpool.com/course/view.php?id=4590</p>						

<p>Travel to and from work / school (commuting)</p>	<p>Employees may contract COVID-19 while traveling to and from work. This can then be spread to colleagues in the office/workshop. The symptoms may range from mild to death.</p>	<p>If staff are struggling to get to work this should be discussed with the manager.</p>	<p>H</p>	<p>L</p>	<p>M</p>	<p>Avoid all unnecessary travel.</p>								
<p>In the event of employee starting to display COVID 19 symptoms in a school</p>	<p>Employees may spread the virus to other colleagues. The symptoms may range from mild to death.</p>	<p>If someone becomes unwell in the workplace they should be sent home and advised to follow the advice to stay at home.</p> <p>Managers should support employees to adhere to the recommendation to self-isolate to reduce the spread of coronavirus (COVID-19) to others Employees to use the 111 Online Coronavirus Service to find out what to do.</p>	<p>H</p>	<p>M</p>	<p>H</p>	<p>Avoid coming into work where possible.</p> <p>Vulnerable people, or those instructed to must stay at home</p> <p>Those with symptoms must follow Government Guidance.</p>								
<p>Dropping off and picking up at venue</p>	<p>Music service staff, including consultants, conductors, those</p>	<p>LM staff must supervise students getting out of any transport and at all times until they reach the doors of the venue.</p>	<p></p>	<p>L</p>	<p>L</p>	<p>Staff to brief students regularly. Comms in advance to parents via SpeedAdmin</p>								

	on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public could be involved in a traffic accident.	Staff to meet students at the venue as appropriate. Students should be advised of safe behaviour on the roadside.	M								
Safeguarding	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents and pupils could be victims of physical abuse, emotional abuse, peer on peer abuse, sexting, sexual violence and sexual	LM staff comply with their own safeguarding policies and supervise pupils at all times. Security locks on main doors slow exit and aid supervision. Pastoral workers to sit in open locations. Students to sign out as appropriate. Venues to be checked at the end of each concert to make sure the venue is clear. Staff aware of increased risk of bullying and abuse in unfamiliar surroundings	M	L	L	Staff to brief students regularly. Safeguarding lead on the premises at all times					

	harassment, upskirting and mental health issues.	LM indicate location of separate student and adult toilet /changing facilities. Psychosocial hazard: Fatigue DSL available in person during the event									
Fire and emergency evacuation	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents and pupils could be harmed by fire or intruders gaining access to the premises.	LM staff responsible for explaining fire and evacuation procedures at the beginning of the concert. Awareness of all assembly points / meeting points.	H	L	M	Staff to brief students regularly. All groups to practice safe evacuation at the beginning of each term					
Injury as a result of music activities (cuts and bruises)	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders,	Supervising staff from LM responsible for ensuring Health and Safety procedures are followed at all times. Staff remind students of appropriate	M	L	L	First aid available at the venue with trained first aiders (pastoral staff and LM staff)					

	school staff, pastoral workers, employees, and pupils could be harmed by tripping over cases or coming into contact with sharp ends of instruments (eg bows)	<p>procedures for specific activities.</p> <p>Emergency contacts and medical details are obtained for all students and must be accessible during the concert.</p>									
Risk of loss of valuables	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees and pupils could lose items if they are not kept / stored securely.	<p>Supervising staff from LM remind students about valuables or advising students not to bring them.</p> <p>Leave instruments in cases when not in use</p> <p>Don't bring expensive phones and do not leave phones unattended.</p>	M	L	L	Doors are monitored.					
Leics Make Music Concert in De Montfort Hall Auditorium	Music service staff, including consultants, conductors, those on contract for	A warning regarding loud music and flashing lights has been sent with all ticket information to schools. A "chill out area" is being provided in the first-floor	L	L	L						

	services and ensemble leaders, school staff, pastoral workers, employees and pupils could be at risk of over excitement due to loud music and exciting atmosphere	foyer area for pupils, accompanied by teachers to go to should they be overwhelmed. Children may wear ear defenders if they usually do in crowd situations.									
Walking between Attenborough Arts Centre and De Montfort Hall	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees and pupils could be at risk during the short walk	It is a 5 minute walk from Attenborough Arts Centre to De Montfort Hall. There are two roads to cross which both have pedestrian crossings. All schools participating in the event have been allocated staff tickets at a ratio of 1:8.	H	M	L						

De Montfort Hall Premises Risk Control Measures

Hazard Area	Control Measures in Place	Additional information or Considerations for Visitors
Access and Egress	<ul style="list-style-type: none"> • Fire exits are maintained and available for use at all times. • Whenever the building is open to the public or during show times sufficient numbers of entrance/exit doors are open and staffed by stewards to ensure easy access/exit. • Adequate car parking assistance is available 1 hour prior to performance. 	Lifts available for less able bodied and minimising manual handling tasks.


Accident and Incident Reporting	<ul style="list-style-type: none"> All incidents occurring on site must be reported to the Duty Manager. DMH will carry out any such statutory accident reports as required. Incidents and accidents will be investigated and appropriate records maintained. 	SO2 Incident report forms are held at stage door.
Building and Maintenance Works	<ul style="list-style-type: none"> Works are only carried out by appointed LCC staff or approved contractors. All damage to be reported as soon as possible. 	Asbestos present in building and suitably inspected & managed.
Chemicals and Substances	<ul style="list-style-type: none"> All chemicals and substances used on site are COSHH assessed and stored in suitable secure facilities. 	
Electrical Safety	<ul style="list-style-type: none"> All portable electrical equipment is subject to an annual inspection and electrical safety test. All fixed electrical wiring is subject to full inspection and testing. 	PAT testing records are kept on site.
Fire, Explosions etc.	<ul style="list-style-type: none"> A fully operating fire detection and alarm system is installed and subject to appropriate maintenance and tested weekly. Appropriate firefighting equipment is located throughout the building and is subject to monthly visual inspections and annual maintenance checks. Automatic emergency lighting is fitted throughout the venue and is subject to regular maintenance and testing. Appropriate emergency exit signage is displayed throughout the venue. All fire exits and routes are maintained clear of any obstructions. A full procedure is in place for the safe evacuation of the premises both within and outside of the licensed periods. These procedures include processes for the evacuation of any disabled individuals. Approved and designated evacuation equipment is available within the building: these are only to be used under the direction of a trained steward. There are trained Front of House team members covering each floor/area within the building. Front of House team members are trained to assist and direct people in the event of an evacuation. A duty Fire Officer will be on site during all shows. 	
First Aid	<ul style="list-style-type: none"> Trained first-aiders are available at all times. A fully equipped first aid facility is available at all times. First aid boxes are maintained to HSE guidelines. There are two defibrillators on site, one back of house and one front of house. 	<p>Nearest A&E: 0.9 miles.</p> <p>Leicester Royal Infirmary</p> <p>LE1 5WW</p>

		Phone: 0300 303 1573
General Public Safety	<ul style="list-style-type: none"> • Prior to any show the Duty Manager and Front of House team will carry out a visual inspection of all public areas of the venue to ensure they are in a safe condition. • The Operations Manager and Principal Technician are responsible for defining, monitoring and reviewing health & safety standards. • Any safety decisions made by the Duty Manager, Duty Technician, Operations Manager and Principal Technician are final. 	
Information & Communication	<ul style="list-style-type: none"> • There is a public address system which will be used to relay any emergency and/or safety messages. • When an emergency announcement needs to be made during a show the Duty Technician is able to remotely silence the sound so that the Duty Manager will be able to make the required announcements utilising the emergency microphone. 	The voice announcement states: “Ladies and gentlemen your attention please. Due to circumstances beyond our control it has become necessary to evacuate the building. Please leave as directed by staff or by the nearest exit.”
Security	<ul style="list-style-type: none"> • An in-house security team is present at all times. • The venue reserves the right to carry out bag searches on all visitors and patrons. • CCTV is in operation throughout the building. 	
Slips and Trips	<ul style="list-style-type: none"> • Floor surfaces are cleaned and maintained during the hours of 7am to 10am in such a way to prevent them becoming slippery, they are also cleaned between performances. • Constant vigilance is required to ensure that any slip or trip hazards are identified and removed or suitably cordoned off to prevent access as appropriate. 	Signs are erected to highlight slippery areas or cleaning in progress.
Welfare Facilities	<ul style="list-style-type: none"> • Adequate numbers of toilets are available for public use. • Adequate disabled toilet facilities are available, radar key access required (we hold on site). • A changing place facility is now available on the Garden Suite side of the building, the facility details can be found on our website www.demontforthall.co.uk • Public lift facilities are available in the Garden suite corridor, to the right of Box Office as you enter the building, from the ground floor to the promenade (Circle Left balcony) • Baby changing facilities are available in male, female and disabled toilets. • Whilst we don't have a designated prayer room we may be able to accommodate where possible. 	Stewarded assistance is available upon request at the venue on the day for the lift.
Temporary Works	<ul style="list-style-type: none"> • From time to time some areas of the building may not be accessible due to building or renovation works. 	

Vehicle Access	<ul style="list-style-type: none"> Speed limit of 10 mph is in force in DMH grounds. 	
Violence/Abuse/Public Disorder	<ul style="list-style-type: none"> Sales of alcohol are restricted by terms of our liquor licence and no bars will be open for school only performances. In the event that a bar is open then all staff are fully liquor licensed trained and we have a challenge 21 policy in place. Front of House team members monitor behavior. Ticket issue includes right of refusal of admission. 	Visitors who subject LCC staff to verbal or physical abuse may be excluded from the premises.

During this activity, what could go wrong resulting in an emergency situation?	Employee may display symptoms of COVID-19 while visiting a school and need to evacuate. Employees may transmit the virus to others even if they are not displaying symptoms of COVID-19.
How could this emergency situation be prevented / controlled?	Follow Government advice. Control measures outlined above must be followed when working in schools. In the event of an emergency evacuation efforts should be made to maintain social distancing.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	If an employee cannot get home immediately they should go into a room alone and open a window for ventilation, until they can go home. All incidents and accidents must be reported in AssessNET.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Managers must keep up to date with Government guidance and consider how their services can be delivered from home. Managers must adapt quickly if Government advice changes and have a plan in place to foresee likely changes.

Risk Assessor (s) Name(s):	Sarah Sharman	Risk Assessor(s) Signature (S):	<i>Ssharman</i>

Authorised By:	Sharon Jagdev Powell	Authoriser Signature:		Initial
Date Conducted:	21 st February 2023	Date of Next Review:	Reviewed regularly in line with government guidance	
		Date of Review:		

Cleaning and Disinfection – Govt [Guidance](#), appreciate though the delicate nature of instruments (and the users). Instruments must not be shared without the correct level of disinfection eg a household detergent followed by disinfection (1000 ppm av.cl.) is contained within general Govt cleaning guidance.

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

Version Control			
Version Number:	Date of Change	Details of Changes	By:
1.0	Created 20.05.22	Created by: SJP	SJP
2.0	Changed 26.05.22	Amended	Sarah Sharman / SJP
3.0	21.02.23	Updated	SJP