

<b>Title :</b> Regal Gaming COVID-19 Coronavirus RA	<b>Date of Assessment :</b> 05/06/2020	<b>Risk Assessor :</b> Kevin Wellings
<b>Risk Assessment Reference :</b> KW/RA COVID	<b>People involved in making this assessment :</b> Kevin Wellings	
<b>Task/ Process :</b> CONTROL MEASURES COVID-19 CORONAVIRUS	<b>People at Risk :</b> Employees, Contractors, Members of the Public, New and Expectant Mothers, Service Users, Children & Young Persons	

<p><b>Hazard :</b> <b>REGAL GAMING EMPLOYEES</b> Employee not fully aware or have an understanding of policy and procedures within the Regal Gaming Working Environment Surface-Person, Person-Person Cross-Contamination from the Coronavirus which can survive on hard surfaces for 72 hours, paper / card for 24 hours.</p>
<p><b>Control Measures:</b></p>
<p>1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</p>
<p>2. All Employees has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place. All Employees will need to take and pass E-Learning course on Covid-19 Coronavirus before returning to work.</p>
<p>3. Communication warning posters displayed throughout all premises, identifying social distancing of 2 metres, washing hands on a regular basis and the use of hand-gel &amp; PPE.</p>
<p>4. Plans and procedures have been shared with our customers identifying our protocols on customer premises premises through RAMS.</p>
<p>5. Only a Percentage of staff to return to the offices, allowing for social distancing and reduce risk for contact or spread of virus. Home working will continue for those employees who can work from home.</p>
<p>6. Phased return into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.</p>
<p>7. Staggered start and finish work times will be considered or introduced to allow working within licensed premises to allow for social distancing.</p>
<p>8. Employees have access to hazard reporting which can be done confidentially if required. They can also speak to their H&amp;S Representative or Kevin Wellings (NEBOSH) on 07500 991784.</p>
<p>9. Health &amp; Safety communications are available to all Regal Gaming employees</p>
<p>10. All employees can raise any concerns with their line manager.</p>
<p>11. All Regal Gaming Employees are asked to self screen at the start of their working day, checking for a fever or high temperature above 38c or a persistent cough, respiratory problems or the loss of smell / taste,</p>
<p>12. All Regal Gaming employees will be issued with their own PPE holdall containing hand gel, latex gloves and face masks</p>

<p><b>Hazard :</b> <b>CLEANING STATIONS</b> The lack of cleaning on internal surfaces and hard surfaces.</p>
<p><b>Control Measures:</b></p>
<p>1. Regal Gaming have introduced cleaning stations and the start of the working day on entering the premises employees will visit a cleaning station and used the anti-bacterial products to clean their desk. Staff have been fully briefed and instructed by their line managers.</p>

2. The cleaner has been briefed and introduced a new cleaning regime to use anti-bacterial wipes or sprays on all hard surfaces which have been identified with a virus sticker rather than polish..

3. The virus can survive on hard surfaces for 72 hours therefore you must clean hard surfaces daily, use latex gloves when required and wash your hands on a regular basis for at least twenty seconds (happy birthday twice).

4. The virus can survive on paper and cardboard for 24 hours therefore you must use latex gloves when handling postal deliveries and wash your hands on a regular basis for at least twenty seconds (happy birthday twice) or use hand gel. Avoid touching your face.

**Hazard : FOOD & DRINK PREPARATION AREA** Potential risk or transfer of virus through cross contamination

**Control Measures:**

1. Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.

2. Ensure that when spills of food or liquids occur they must to ensure that the work surfaces are left in a clean and sanitised condition.

3. Use your own drinking mugs, cups and glasses to prevent cross contamination.

4. Do not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.

5. Wash your hands thoroughly for 20 seconds or use hand gel before and after using these facilities.

6. Leave the microwave ovens in a clean condition and wipe down with anti - bacterial wipe / spray after use. Do not use the sprays directly on electrical parts

7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator. Again use latex gloves or wash your hand thoroughly after touching door handles.

8. Wash company provided fruit before consumption.

9. Thoroughly wash your own crockery and cutlery after each use before putting them away.

10. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided rather than linen towels .

11. Dishwashers are available and must be used to thoroughly clean crockery and cutlery.

12. Kitchen areas will be marked with signage or tape to allow for social distancing.

13. Departments and teams are to implement staggered lunch breaks.

14. Employees to make their own hot or cold drinks during the working day.

15. Employees encouraged to bring in their own prepared food and drink for lunch breaks.

16. All hard surfaces where the virus can survive have been marked with virus warning stickers, caution should be taken when touching these surfaces as the virus can survive for 72 hours on these surfaces. Use the cleaning products and PPE that has been provided.

**Hazard : COMMUNAL AREAS, ENTRANCE, EXIT, TOILETS.** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures:**

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.



2. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health and hand washing advice posters displayed.
3. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.
5. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items.
7. Certain toilet cubicles and wash sinks might be out of use to allow for social distancing. HQ an additional toilet facility has been introduced for females at this location.
8. When leaving or entering the premises please give space to allow social distancing.
9. Wash your hand on a regular basis for at least twenty seconds, use a paper towels to dry your hands as this can reduce the spread of the virus.

**Hazard : WASTE / BIFFA BINS** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures:**

1. Waste bins are provided at employee desk areas and within kitchen areas.
2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
5. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.
6. The BIFFA waste bins provided, when opening lids the use of latex gloves provided for loading the bins, please put correct waste in the correct bins, cardboard, mixed waste or recyclable.

**Hazard : SMOKING SHELTER** Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.
2. Employees are to extinguish cigarettes correctly with the bins provided and be cautious when touching hard surfaces, clean hands and wash hands regularly .

**Hazard : MEETING ROOMS** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Employees instructed that the same 2m distance rule must be applied to any meetings with clients or visitors or meetings held by video conferencing.
4. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
5. Meeting room capacity signage will be posted to instruct on maximum capacity for that particular meeting room.
6. Hand sanitiser is provided at our cleansing stations for employees and visitors to use.
7. Employees to not to touch, use white boards or white board pens in meeting rooms to reduce risk of cross contamination.

**Hazard : WORKSTATION & EQUIPMENT** Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to ensure that their workstations & equipment, such as keyboards, screens, phones and headsets are cleaned daily. Suitable wipes and cleaners are available at our cleaning stations. **DO NOT USE ANTI- BACTERIAL SPRAY ON ELECTRICAL EQUIPMENT**
2. Employees instructed that they should not use each others IT equipment, to prevent accidental cross contamination and restrict the loaning of pens, scissors, staplers. If this can not be avoided, use anti-bacterial cleaner prior and after use.
3. Telephone equipment is cleaned at the start of each working day paying particular attention to the handset and buttons.
4. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
5. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.
6. Any IT equipment that is not serviceable is to be reported to IT.. No other equipment is to be used from other locations to reduce risk of cross contamination.

**Hazard : CLOSE CONTACT** Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.

**Control Measures:**

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Employees are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. Plastic protection screens will be provided when the risk identifies the need this is to protect employees working at reception areas or within certain roles.
5. One way systems could be implemented (where applicable) to allow for free movement allowing social distancing. This will be denoted by signage, posters or hazard tape.
6. Controls on access and egress to buildings at all sites.
7. Office kitchen areas with only one person at a time using to allow for social distancing. Signage or tape markings will highlight this control.

8. Limit visitors and use video conferencing where possible to reduce face to face contact. Fire Safety Regulations visitor must be registered when entering premises. The visitors book should be used for booking in /out of the premises. No need for a signature or the issues of ID lanyards.

9. Contractors to sites will be managed and controlled by building management or office services for only essential maintenance. All necessary documentation must go through Kevin Wellings to obtain a permits to work.

**Hazard : VULNERABLE EMPLOYEE** Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

**Control Measures:**

1. In accordance with Govt guidelines employees who are in the vulnerable and high risk categories are where possible to continue to work from home.

2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt. guidelines are taken on a case by case basis.

3. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Govt are to continue to work from home.

4. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others and wear a face mask.

**Hazard : CLEANING & HYGIENE** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc). Contract cleaning staff resource have been increased in line with the increased cleaning regimes.

2. Suitable disinfectant cleaning products and anti bacterial sprays are used by the contracted cleaning staff and noted within Regal Gaming COSHH Register..

3. Virus sticker identifying hard surfaces and highly touched areas are noted by cleaning staff to prevent cross contamination of surfaces.

4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers and cleaning stations are provided throughout the buildings.

5. Line management and employees are required to report anything contaminated or spilt that requires cleaning.

**Hazard : PERSONAL HYGIENE** Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures:**

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. As the alcohol based hand sanitiser falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitiser dries out due to irritation risk if the goes into eyes.

3. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.

4. If eye irritation persists then employees to seek medical advice or assistance.



5. Employees with a diagnosed skin condition are advised not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.
6. Employees to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness.
7. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.
8. Hand sanitisers are available at each access point via a cleaning station. The following PPE equipment will be available, 2 x Hand Gels, 2 x Anti-Bacterial Wipes, 1 x Anti-Bacterial Spray, 2 x Latex Gloves, Paper Towel, Information Posters .
9. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
10. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
11. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.

**Hazard : COLDS / INFECTIONS** There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

**Control Measures:**

1. Where symptoms of a cold/infection starts at work employees are required to notify their line management immediately. Decisions to refrain from working will be made accordingly where there is a potential risk.
2. Employees who are currently self isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work before informing their line manager.
3. Employees are advised to isolate in accordance with Government guidelines and use the track & trace service.
4. Employees who have tested positive for COVID-19 must notify your H&S Representative of Kevin Wellings because Coronavirus needs to be reported to the HSE under RIDDOR regulations

**Hazard : EMERGENCY EVACUATION** Inhalation of smoke or exposure to fire leading to injury or fatality

**Control Measures:**

1. Trained fire wardens are in place at all Regal Gaming Premises.
2. Employees are to follow the emergency evacuation procedures for their relevant location.
3. In a genuine emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.
4. PEEP's (personal emergency evacuation plans) are in place for those employees who require assistance during an emergency evacuation from the premises.
5. All employees are to wash or sanitise their hands at the earliest opportunity.

**Hazard : FIRST AID PROVISIONS** Lack of first aid provision leading to injury, further injury or prolonged pain.

**Control Measures:**

1. Trained emergency first aiders are available at all Regal Gaming Premises.
2. All first aiders are to use face shield guards to reduce risk of cross-contamination while giving CPR. Face shields are available within all first aid boxes located at each service centre.
3. Additional first aid equipment PPE is provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable face masks are also provided.

**Hazard : SURFACE- PERSON CONTAMINATION** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. The virus can survive on hard surfaces for 72 hours, therefore strict cleaning regimes have been introduced to restrict the spread of the virus.
2. All hard surfaces deemed as a highly touched surface have been identified with a virus sticker. These will be cleaned daily by the in house cleaner or contract cleaner.
3. Regular hand washing and cleaning regime are in place with all employees.

**Hazard : PERSON-PERSON CROSS CONTAMINATION**

**Control Measures:**

1. All employees and visitors are to keep a two metre distance at all times. When this can not be achieved the use of face masks should be used. PPE has been supplied to all employees.
2. Information, training and posters are used to convey the two metres guide lines to all our employees and visitors.
3. If you become systematic contact the NHS to obtain a Covid-19 test. If this test is positive you will need to self isolate, you will be contacted by an operator from track & trace. You will be interviewed about your contacts because these people might also need to be tested and self isolate.

**Hazard : CASH COLLECTOR** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. A two-metre person to person social distancing within customer premises will be governed to a great extent by space and the nature of the premises involved. If this can not be maintained or there is a risk of coming into close contact you should wear a face mask.
2. Whenever possible please conduct your business on customer premises out of hours before opening time to reduce the risk of person to person cross-contamination.
3. Always request from site a safe place to work that is away from the public domain. If this is not possible follow control measures (1) & (2) as itemised above.
4. At the start of your working day please wipe down all touched hard surfaces within vehicle with the anti-bacterial wipes that have been provided. This will reduce the spread of the virus from surface-person cross- contamination.
5. While at customer premise you should be wearing latex gloves and a face mask, if social distancing can not be achieved. Do not loan your pen always request that the customer use their own pen.
6. To maintain social distancing while getting a receipt signed, you must place the receipt on a table then move away 2 the two metres
7. Use anti-bacterial spray / wipes to wipe down all hard surfaces on the machine paying attention to the pay-out tray, touch screen and buttons.

**Hazard : INSTALLERS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. A two-metre person to person social distancing within customer premises will be governed to a great extent by space and the nature of the premises involved. If this can not be maintained or there is a risk of coming into close contact you should wear a face mask.
2. Person protective equipment will be issued and consist of the following: latex gloves, hand gel, face masks, anti-bacterial wipes. These are to be kept inside your vehicle and used daily following the guidance in these RAMS
3. Wipe down all equipment (PUWER) at the start of your working day as identified in your RAMS.
4. While at customer premise you should be wearing latex gloves and a face mask, if social distancing can not be achieved. Do not loan your pen always request that the customer use their own pen.
5. To maintain social distancing while getting a receipt signed, you must place the receipt on a table then move away 2 the two metres.
6. Use anti-bacterial spray / wipes to wipe down all hard surfaces on the machine paying attention to the pay-out tray, touch screen and buttons.
7. If there is a requirement to carry out a team-lift the team should be wearing face masks.

**Hazard : SERVICE ENGINEERS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. A two-metre person to person social distancing within customer premises will be governed to a great extent by space and the nature of the premises involved. If this can not be maintained or there is a risk of coming into close contact you should wear a face mask.
2. Person protective equipment will be issued and consist of the following: latex gloves, hand gel, face masks, anti-bacterial wipes. These are to be kept inside your vehicle and used daily following the guidance in these RAMS.
3. Wipe down all equipment (PUWER) at the start of your working day as identified in your RAMS.
4. While at customer premise you should be wearing latex gloves and a face mask, if social distancing can not be achieved. Do not loan your pen always request that the customer use their own pen.
5. To maintain social distancing while getting a receipt signed, you must place the receipt on a table then move away 2 the two metres.
6. Use anti-bacterial spray / wipes to wipe down all hard surfaces on the machine paying attention to the pay-out tray, touch screen and buttons.
7. At Regal Service Centres you must visit a cleaning station and use the hand gel provided to clean your hands. Use the latex gloves from the cleaning stations when collecting parts and other equipment.

**Hazard : WORKSHOP WAREHOUSE** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. Use the cleaning products anti-bacterial hand gel provide at a cleaning station when entering premises.
2. Wipe down all equipment (PUWER) at the start of your working day and use latex gloves while using this equipment..



3. If a team lift is required for moving equipment and the two metre distance can not be achieved use the face masks provided while working together..
4. Use latex gloves when using communal equipment and restrict the use of loaning equipment. If this can not be avoided the equipment must be cleaned before and after use with anti-bacterial wipes / spray.

**Hazard : FORK LIFT TRUCK DRIVERS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. Part of the daily FLT checks will now include cleaning all touched surfaces with anti-bacterial wipes / spray.
2. All display signage must be cleaned with anti-bacterial spray before being handled.
3. Use latex gloves whenever handling parcels and other goods
4. Restrict the movement of delivery driver into our premises if this can not be avoided the driver needs to sign in and use the the PPE supplied at a cleaning station.

**Hazard : DELIVERIES** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. All deliveries at HQ will be taken via a dedicated location unit at unit 134 roller shutter.
2. When handling goods and parcels latex gloves must be worn.
3. Wash hands on a regular basis with soap and water for at least twenty seconds.

**Hazard : ALL FLEET DRIVERS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. Anti-bacterial spays and wipes must be used to clean all highly touched areas within a vehicle, paying particular attention to the steering wheel, gear stick, door handles and keys.

**Hazard : CONTRACTORS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. All contractors must submit their RAMS, liability insurance before a permit to work is issued.
2. All contractors must sign in and adhere to our Control Measures while working at Regal Gaming premises.

**Hazard : VISITORS** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. All visitors must declare that they have no symptoms of COVID-19 before entering Regal premises.
2. All visitors must sign in at reception and visit a cleaning station.
3. While visiting our premises you must follow Regal Gaming controls measures regarding social distancing and cleaning hands on a regular basis. Protection screen are available where social distancing can not be achieved for a meeting.

**Hazard : POSTAL DELIVERIES** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. Postal deliveries will be dropped off within the reception area to prevent person to person contamination
2. When opening letters and packages you must wear latex gloves as the virus can survive for 24 hours on paper or cardboard. Avoid touch your face while wearing gloves, after use, remove gloves as instructed and dispose of them safely
3. The contents from postal deliveries is deemed safe, however regular hand washing and the use of hand gel is recommended.

**Hazard : PUBLIC TRANSPORT** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and the risk of person to person contamination.

**Control Measures:**

1. Wherever possible use alternative transport, such as a bicycle, private car or walking to work. When your only alternative is to use public transport you must wear a face mask or face covering.
2. Avoid touching hard surfaces wherever possible and use an hand gel
3. On arrival at your place of work please use the cleaning station to clean your hands before entering the preemies.

**Documents Associated with this Risk Assessment:**

Review Date : ONGOING

Reviewer : KEVIN WELLINGS