ETHEKWINI MUNICIPALITY
Occupational Health & Safety Unit

BASELINE RISK ASSESSMENT

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TITLE

The Hazard Identification and Risk Assessment of Occupational Health and Safety parameters on the developments of additions, alterations & upgrades to various facilities at rotary sports field

TERMS OF REFERENCE

Siziwe Chiliza from eThekwini Municipality conducted a
Baseline Risk Assessment based on the scope of works set out in
1R-32862

EXECUTIVE SUMMARY

The Occupational Health and Safety Act of 1993, and
Its relevant regulations require employers to conduct a Baseline Risk Assessment prior to the work being performed.

This assessment and observations were made at the above site under the conditions which prevailed on the date of the assessment. Detailed conclusions are given in the relevant sections of this report.

BASELINE RISK ASSESSMENT

1. **INTRODUCTION:** In accordance with the Occupational Health and Safety Act, (Act 85 of 1993) the Legislator places specific requirements on an Employer. One of these is prescribed in Section 8(i) of the Act where it requires the Employer to ascertain the risks and dangers which may occur within the workplace or section of the workplace and then goes on to establish working procedures or practices.

2.ABREVIATIONS, ACRONYMS AND DEFINITIONS

ABREVIATION, ACRONYMN OR DEFINITION	MEANING
Risk	Uncertain future events that can influence the achievement of the company’s objective. Chance of loss

Exposure	Is a condition or practice which involves the employee being subjected to the Hazard or Danger while being **normally unprotected**
Likelihood or Probability	(inevitable to almost impossible) the **Frequency** of the exposure (constant to rarely) being one of the parameters
Consequence or Severity	This could be either having a financial, injury and or illness outcome
Risk Ranking	There are three stages namely: **IDETIFYING the RISK:-** in terms of the hazard, threats **EVALUATING:-** the hazard, threats and or exposures identified to establish the potential magnitude of the RISK involved **VALUE JUDGEMENT or APPRAISING:-** the acceptability and potential impact as well as the magnitude of the hazards, exposure and evaluating the outcome on the business, operations and or the health and safety of people and processes
Risk Rating	**Equals = Severity + Frequency + Exposure**
Baseline Risk Assessment	This is conducted to create a benchmark of the potential risks that apply to the whole project or business operation.
Issue based	This is normally focused at operational activities, processes, systems and functions and focuses on identifying the risks within a certain task, process or activity

Continuous Risk Assessment	The processes, systems and activities monitored on an ongoing basis
Hazard	A chemical, physical, social or political condition that has the potential of causing damage or any kind of harm to people, property the environment or business continuity.
OHS Act	Occupational Health and Safety Act, Act 85 of 1993
Task based Risk Assessment	The appointed Contractor develops a Risk Assessment based on the Clients Baseline and project specific activities
Severity / Consequence	The degree of harm, the potential severity of the injuries or ill health and or the number of people potentially affected
Exposure	Chance that a person or persons will be harmed during the exposure period
Frequency	A measure of the rate of occurrence of an event expressed as the number of occurrences in a given time

ABREVIATION, ACRONYMN OR DEFINITION	MEANING
Intolerable Risk	Risk is intolerable and cannot be justified on any grounds

Significant Risk	Risk in which benefit outweighs cost
Moderate Risk	Risk is if cost of reduction would exceed improvement
Tolerable Risk	A Risk that has been reduced to a level that can be endured by the organization having regard to its legal obligations and its own Safety and Health Policy
Residual Risk	The risk that remain after taking into account the effect of the existing controls that have been applied

3. REFERENCE DOCUMENT

Occupational Health and Safety Act, Act 85 of 1993	

4. RISK ASSESSMENT METHODOLOGY

All Risk identified during Risk Identification has to be assessed for significance in terms of probability of the Risk event to occur and the impact of the event.

Ranking of the Risk can be based on a simple scale ranging from:

- Very likely to almost certainly
- Actual numerical probabilities can be used

- Risk that are ranking High receives highest priority

The approach and process:

1. Identify the risk / hazards associated with the work activities
2. Assess the risk in terms of severity, likelihood of occurring and controllability
3. Evaluate the risks / hazards
4. Determine the level of control
5. Implement controls
6. Monitor the effectiveness of controls

5. RISK ESTIMATION AND EVALUATION

RISK CLASSIFICATION USING A RISK SCORE TECHNIQUE

Exposure (E) How frequently does the hazardous event occur
Risk classification

Continuously
…………………………………………………………………………………………………
10
Frequently (daily)
…………………………………………………………………………………… 6

Occasionally (weekly) ……………………………………………………………………………… 3 Unusually (monthly) ………………………………………………………………………………… 2 Rarely (few a year) …………………………………………………………………………………… 1
Probability (P) The probability of a loss when the hazardous event does occur Risk classification Frequent (happens often) ……………………………………………………………………… 10 Probable (quiet possible) ……………………………………………………………………… 6 Occasional (unusual, but possible)……………………………………………3 Remotely possible (has happened somewhere) …………………………… 1 Improbable (practically impossible) ……………………………………………0.5
Severity (S) Consequences of the hazardous event Risk classification **Catastrophic** many fatalities; or interruption of longer than 2 weeks; or asset or environmental damage (or both) exceeding R100m …………………… 100 **Disaster** (few fatalities; or interruption between one and 2 weeks; or asset or environmental damage (or both) exceeding R10m) ………………… 40 **Very serious** (one fatality; or interruption of 6 days; or asset or environmental damage (or both) exceeding R100,000 ……………………………… 7 **Important** (temporary disability; or interruption between 6 and 24 hours; or damage exceeding R10,000 ………………………………………… 3 **Noticeable** (first aid needed; or interruption of less than 6 hours; damage exceeding R1000) ……………………………………………………………………… 1

Risk classification (Risk score = E x P x S)

Risk score

Risk classification

Over 400---------5
discontinue operation or activity
200 to 400 ------ 4
correction needed
70 to 200------- 3
correction needed
20 to 70--------- 2
risk – attention needed Under 20 -------- 1
Risk accepted

Very high risk –

High risk – immediate

Substantial risk –

Possible

5	
4	
3	
2	
1	

ETHEKWINI MUNICIPALITY
Occupational Health & Safety Unit

CSA2682 A completion contract for stockville switching substation

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **SITE ESTABLISHMENT**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
1	Erecting / Placement of temporary offices	Incorrect off loading/ handling Crane truck overturning while off loading	Injury to people, damage to material and property	6	6	7	252	High	4	Competent person with specific knowledge and experience designated to supervise offloading and placement of temporary offices

2	Ablutions for male / females	Inadequate Welfare Facilities Inadequate or insufficient Toilet Facilities	Inadequate or insufficient Ablution Facilities may result in employees using areas not designated for the use thereof Unhygienic condition	6	6	3	108	Substantial Risk	3	CR 28 1 per30 NBR prescribe chemical toilets for construction site. Sufficient showers and changing facilities for both male and female
3	Sheltered eating facilities	Unsafe positioning of ablution and sheltered eating areas	Unsafe positioning of ablutions and	6	6	7	252	High	4	Refuse bins with lids provided. Facilities clean and

4	The storage /useage of flammable liquid/gasses and combustible materials	The incorrect storage of flammable liquids/gasses and combustible materials	The incorrect storage could lead to Environmental spillages	6	6	3	54	Substantial Risk	3	The Construction Manager must ensure that they adhere to the Client H&S

										Specification with regards to combustible substances.
5	Vehicle leaving / entering the site	Traffic disruption, injury to people	Damage to property	6	6	3	108	Substantial Risk	3	Competent operators/ drivers, use of flag person

6	Unsafe stacking and storage practices	Collapse of stored materials	Collapse of stored materials may result in injury of personnel	6	6	3	108	Substantial Risk	3	The Construction Manager must ensure that they adhere to stacking and storage principles as contained in the General Safety Regulations
7	Housekeeping	Slips, trips and falls	Tripping and falling on superfluous materials can cause	6	6	3	108	Substantial Risk	3	The Construction Manager must ensure that waste is removed

			cuts on hands, injury to feet							periodically and work areas kept clean at all times
8	Security fencing	Access to unauthorized persons	Injury to persons	6	6	3	108	Substantial Risk	3	Construction manager to put system of control in place . No unauthorized entry signs to be posted and access controlled
9	Essential emergency equipment • Fire fighting equipment • First Aid Boxes • Drinking water	Not having the essential services on hand	Health / loss of property through fire	6	6	3	108	Substantial Risk	3	Construction manager to ensure these requirements are on site from the day site is established

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **CONSTRUCTION WORK ACTIVITIES**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
10	Working at height	Unsafe Scaffolding/ ladders temporary form work • Fall from heights • Slips and falls • User of hand tools • power tools injuries • Electrocution	Unsafe scaffolding/ form work could result in collapse and critical injuries Fatality/injuries Dust exposure Ergonomically injuries	6	6	7	252	High	4	The appointed competent Scaffolding supervisor must ensure that all erectors are Work platforms to be created All hand and power tools to be inspected before use DSTI to be done

	Precast Concrete stands	Use of hand tools injuries Trips and falls	• DSTI to be done. • All staff to have the required PPE when handling concrete.							All staff to have the required PPE All works to be supervised Housekeeping to be maintained. All ladders to be inspected before use Nil sharp knives to be left exposed.

										The appointment of competent company is crucial
11.	Retaining walls Mixing mortar Pouring Ready Mix concrete Construction of slabs Vibration Floating	Repetitive strain injuries Concrete truck tipping over Concrete lodge into eyes, foot contact with cement Over bending	Poor ergonomics may result in muscular skeletal injuries Concrete truck tipping over could result in serious injury to the operator and workers close by Eye injury and skin dermatitis Back injuries	6	6	3	108	Substantial risk	3	The Construction Manager must ensure that a SWP is developed implemented. about safe lifting and loading procedures

12.	Erecting Steel structure	Unsafe rigging practices	Injury and damage to property	6	6	7	252	High	4	The Construction Manager must ensure that a specialist Contractor is appointed and a site specific H&S Plan, risk assessment, lockout and safe working procedures are developed and implemented

13.	Construction of new entrance driveway and parking Paved walkways Site levelling using excavator/ bob cat Backfill and compaction of sub base. Laying of pavers for car park Concreting of walkways/ driveway	Accidents / Incidents Trips and falls Exposed survey pegs Use of hand tools. Heat exposure Noise exposure Hydrocarbon spills Manual handling	Person /s struck by vehicles Inhalation Dust exposure Ergonomical injuries	6	6	7	252	High	4	Proper traffic management plan to be in place. Works to be supervised. Staff to use required PPE. Dust suppression to be maintained. Refuelling to be done in designated areas Rebar caps to be fitted on exposed pegs Risk assessments and SWP to be done for staff All plant operators to be deemed competent.

										Workplatforms to be created.
14.	Construction of drains	Poor Ergonomics	Poor Ergonomics may result in muscular skeletal injuries	3	6	3	54	Possible risk	2	The Construction Manager must ensure that workers are trained in the risk

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **MATERIALS DELIVERY TO THE SITE**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
15	Transporting of material to and from the site	Defective tipper trucks, excavators and front end loaders	The use of defective plant /equipment may result in accidents	6	6	3	108	Substantial Risk	3	The Contract Manager must verify that all Tipper trucks utilized on site has a recent service inspection register in place and is signed off by the relevant Technical Manager

		incompetent Operators	The use of incompetent operators may result in accidents	6	6	7	252	High	4	The Contract Manager must verify that the Operators are deemed competent to operate the Tippers and are medically fit

		Uneven ground, soft soil,	Damage to plant and equipment as well as crushing injuries or fatalities	6	6	7	252	High	4	The Contract Manager must ensure that each driver is accompanied by a competent banks man when working in high risk areas

		Steep Gradients	Damage to plant and equipment as well as crushing injuries or fatalities	6	6	7	252	High	4	The Contract Manager must assess steep gradients on foot before plant is moved onto the site to determine if the area is safe before work commences
16	Loading / off loading the truck	Incorrect slings being used	Property damage and serious injury or fatality	6	6	7	252	High	4	Rigging to be done by a trained and competent rigger and the task to be supervised by the supervisor

17	Aggregate / sand and other materials delivered	Uneven ground, soft soil,	Damage to plant and equipment	6	6	3	108	Substantial Risk	3	The Contract Manager must assess steep gradients on foot before plant is moved onto the site to determine if the area is safe
18	Manual handling Ergonomics	Incorrect posture	Back strain Skeletal damage	3	6	3	54	Possible Risk	2	Employees to be trained in the correct lifting technique
19	Mechanical handling	Employee being struck	Serious injury	3	6	3	198	Substantial Risk	3	Constant supervision
20	Lifting / lowering operation	Employee being struck by the load	Serious injury Fatality	10	6	7	420	Very High	5	Rigging to be done by a trained and competent rigger and

										the task to be supervised by the supervisor

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **WORKPLACE ENVIRONMENT, HEALTH AND HYGIENE**

RISK REF	ACTIVITY	POTENTIAL HAZARD		RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
					E	P	S				
21	Exposure to noise	Noise		Noise Induced hearing Loss	6	6	3	108	Substantial Risk	3	Employee to make use of SABS approved hearing protection ,supervisor to ensure that the correct P.P.E is used. Task to be supervised by a competent supervisor
22	Exposure to vibration	Vibration		White finger	6	6	3	108	Substantial Risk	3	Supervisor to rotate employees and allow

											for frequent breaks
23	Protection against dehydration and heat exhaustion	Dehydration/collapse		Health consequences to workers	6	6	3	108	Substantial Risk	3	Measures in place to prevent heat exhaustion in heat stress problem areas
24	Wet / cold condition	Affecting ability to work safely		Injury to workers	6	6	3	108	Substantial Risk	3	Provide rain wear / wellingtons where necessary Provide protection against the cold
25	Hazardous chemical substances	Contact with skin/ eyes Inhalation or indigestion		Skin irritation, burns or infections Could cause loss in eyesight	6	6	3	108	Substantial Risk	3	All substances identified and list available. MSD's Substances stored safely

26	Manual handling	Back strain / injury		Injury	6	6	**3**	108	Substantial RISK	3	Corect lifting technique
27	Dust	Inhalation		Respiratory failure	6	6	**3**	108	Substantial Risk	3	Application of dust masks

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **PUBLIC SAFETY, SECURITY MEASURES AND EMERGENCY PREPAREDNESS**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
28	Notices and signs	Appropriate signage not displayed	Person /s not aware of the danger Injury / serious injury	6	6	**7**	252	High	4	Contract Manager to ensure all danger areas are properly demarcated at all times
29	Emergency Preparedness	No Emergency Plan in place	Person/s unprepared to respond to the emergency at hand	6	6	**3**	108	Substantial Risk	3	Emergency contact numbers displayed with designated person
30	Emergency Drill & Evacuation	No training No implementation Planning done	Person/s unprepared to respond to the emergency at hand	6	6	**3**	108	Substantial Risk	3	Adequate number of employees trained in the use of fire equipment

31	Development and implementation of an Emergency Management Plan	Failure to have a basic site specific Emergency Management Plan	Failure to have a basic, site specific Emergency Management Plan may result in injury and damage to property	6	6	**3**	108	Substantial Risk	3	The Construction Manager must ensure that a site specific Emergency Management Plan is developed for implementation
		Workers not trained in the Emergency Plan	Workers not trained in the Emergency Plan may result in their inability to respond to Emergencies	6	6	**3**	108	Substantial Risk	3	The Construction Manager must ensure that those workers are adequately and regularly trained to respond to Emergencies

		Insufficient or no Emergency equipment or personnel	Insufficient or no Emergency equipment or personnel on site may result in Emergencies being critical	6	6	**7**	252	High	4	The Construction Manager must ensure that a suitable number of employees are appointed to the Emergency Team and that First Aid boxes, First Aiders, Fire Team members and any other equipment as identified during the risk assessment process is on site.

32	Neighboring business and public exposed to the nature of the construction activities	Emission of HCS, dust and noise	Health risk impact	6	6	**3**	108	Substantial Risk	3	Communication with neighboring business is critical. Health risk must be communicated to all employees Dust , noise generated out of the construction work must be managed

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **COMMUNITY MANAGEMENT**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
33	Poor liaison with the CLO	Failure to adequately monitor and manage the multi faced social issues	Failure to manage social issues could result in violent protests and injury to employees	6	6	**3**	108	Substantial Risk	3	The Construction Manager must ensure that a Community Liaison Officer (CLO) and project steering Committee is appointed to manage social issues

34		Roads blocked off due to community protest	Construction trucks and vehicles could crash into barricades resulting in damage to equipment or severe injuries	6	6	**7**	252	High	4	The Contract Manager must ensure that close communication is kept with the local authorities and the appointed Community Liaison Officer to ensure that all personnel accessing the site are timeously alerted.

BASELINE RISK ASSESSMENT WORKSHEET: IDENTIFYING EXISTING & POTENTIAL RISKS

WORK PROCESS CATEGORY: **SUB – CONTRACTOR MANAGEMENT**

RISK REF	ACTIVITY	POTENTIAL HAZARD	RISK	RISK EVALUATION			RISK SCORE ExPxS	RISK LEVEL	RISK RANK	CONTROL MEASURE
				E	P	S				
35	No proper management control	Failure to adequately assess Sub Contractors S.H.E Management System before work commences and at regular intervals	Failure to manage Sub Contractors may result in injury and noncompliance to Legislation	6	6	**3**	108	Substantial Risk	3	The Safety Officer must ensure that the appointed Sub Contractors S.H.E system is audited monthly and on site activities supervised or monitored

36	Utilizing incompetent SubContractors	Utilizing incompetent Sub Contractors may result in accidents Utilizing incompetent Sub Contractors may result in damage to the Environment		6	6	**7**	252	High	4	The Construction Manager must be reasonably satisfied that the Sub Contractors intended to be appointed have the necessary competencies and resources to carry out the work safely

37.

MAIN ACTIVITY	COVID 19					
REF NO	**SUB ACTIVITY**	**SAFETYRISKS**	**HEALTH RISK**	**ENVIROMENTAL RISK**	**PUBLIC RISK**	**RECOMMENDED RISK CONTROL MEASURE**
	Travel to site -Deliveries - Use of public transport	• Nil decontamination of public transport • Passengers in public transport not using face masks • Nil social distancing in public transport • Nil decontamination of supplies and deliveries	• Staff contracting the virus during use of public transport • Staff contracting virus during handling of contaminated supplies	None	None	• All staff to ensure that they use a face mask and sanitise when using the public transport • Contractor could arrange for a dedicated transport for all staff to and from work. • Staff are not to use their work PPE when travelling on public transport. • All staff to follow

						decontamination procedures when entering work site
	Management to prepare site before construction works commence	• Nil decontamination of offices and facilities • Failure to align policies and procedures to COVID 19 virus	• Returning staff not provided with COVID related PPE and disinfectants • Possible contamination to staff		Unauthorise persons entering site	• Management to ensure all offices, facilities are disinfected with proper disinfectants • Overgrown vegetation to be cut before any staff can return to site • Required COVID 19 PPE is to be purchased and made available for staff when project commences

REF NO	SUB ACTIVITY	SAFETYRISKS	HEALTH RISK	ENVIROMENTAL RISK	PUBLIC RISK	RECOMMENDED RISK CONTROL MEASURE
		• Failure to display related signage's for site access due to COVID virus. • Nil PPE and sanitisers(COVID related) for staff to return to work • Management not inducted/educated on COVID 19	Staff returning to work are not educated on policy changes Management unable to provide correct information to staff on COVID 19 issues			• Required access control signage's (COVID related) to be displayed at main entrance • Management to rearrange facilities area to ensure social distancing • Policies and procedures (COVID related) to be amended and approved before site can reopen. This is to be communicated to all staff • An induction program (COVID 19)is to be

						prepared which is to be communicated to all staff when project commences • Required sanitisers and disinfectants to be purchased and made available before project commences • Contractor to ensure required staff information form pertaining to COVID 19 is available which is to be filled out by each staff • Adequate hazardous waste bins to be made available on site

	Entering of construction work site	Staff fail to use required PPE	Staff may be infected with the virus			All staff to follow the required social distancing when at main entrance

		• Congestion of staff at main entrance to site • Failure of contractor to screen staff entering site • Staff not maintaining social distancing	□ Staff spreading of the virus to other staff			• Due to lockdown, staff are to declare their movement, medical history during lockdown. These records are to be kept on site for record/tracing purposes • All staff are to be tested as per contractor's protocol to enter the site. Taking of staff temperature and desanitising of entire staff. An infrared thermometer is to be used. • Contractor to ensure all staff conducting the required testing is provided with the required PPE and is

						supervised by management. • Staff are not permitted to enter the site with their work PPE. Work PPE is to be left on site when leaving site to prevent possible contamination of work PPE • Any staff tested with a high temperature or signs of COVID is to follow the quarantine procedure until staff can be tested by the DOH for possible COVID 19 infection.

REF NO	SUB ACTIVITY	SAFETY RISKS	HEALTH RISK	ENVIROMENTAL RISK	PUBLIC RISK	RECOMMENDED RISK CONTROL MEASURE
						• Contractor to consider staggering the work hours to mitigate congestion at main entrance • The potential infected staff is to be isolated away from staff and management is to inform the local clinic of potential infection. • All staff medicals is to be reviewed. • Staff with a history of respiratory illness or any illness that compromises the immunity system is not permitted to be on site.

	Work tasks	• Nil social distancing on site • Staff socialising on site • Staff not using their required PPE to prevent COVID infections	• Spreading of the virus to other staff • Possible infections		Possible closure of site due to infection	• Identified tasks are to be evaluated to encourage social distancing • All staff to have the required PPE when on site • Staff to decontaminate all tools and work space prior to any activity • Monitoring to be done by management • Inductions to be done for all staff on social distancing whilst at work. • Failure of staff to comply with COVID control measures are to be removed off site.

REF NO	SUB ACTIVITY	SAFETY RISKS	HEALTH RISK	ENVIROMENTAL RISK	PUBLIC RISK	RECOMMENDED RISK CONTROL MEASURE
	Use of facilities during break intervals	• Nil social distancing • Nil hygiene been maintained at break intervals • Nil paper towel provided for staff at wash facilities • Lack of chairs for staff at facilities area	• Possible contamination of staff • Staff not practising adequate hygiene control measures • Possible spread of virus • Inadequate provision of hand wash /sanitisers for staff			• Breaks are to be staggered to allow social distancing of staff • All staff are to take their breaks at the identified facilities area • Layout of facilities area to be planned to encourage social distancing • Table and chairs to be disinfected before and after all break intervals • Toilets to be disinfected at frequent interval. • Adequate hand wash and sanitisers are to be provided for staff to frequently wash their hands • Paper towels to be provided for staff use

						• Labelled bins to be provided for all hazardous waste • Staff are not to share any meals or utensils • Staff are not to leave the site to purchase any meals