

Activity Risk Assessment

Reference	COVID -19	Activity Description	All
Assessment Date	20/05/20 with ongoing reviews	Publish to Website	Yes
Assessor Name	Hugh Johnston	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members	DCEO, COO, Principals, Estates and Facilities Manager, Federation's Designated Senior Safeguarding Lead	Review Date	Ongoing review
Org Unit	Mossbourne Federation		
Location	Mossbourne Victoria Park Academy	Number of people at risk?	Staff 136 Students 840
Risk Assessment Category	Activity risk assessment	People at risk	
Date Record Created	20/05/2020		

Substance, activity or a process with potential to cause harm.

Details those that may be affected by the Hazard

Lists legal requirements along with any control measures that may already be in place.

A list of recommended control measures put in place to reduce the level of risk and new ratings to indicate how effective they are.

Hazard Type & Example	Category of person who may be at risk	Examples of Legal requirements and Control Measures	Risk Rating			Additional Control Measures	Risk Rating		
			L	S	R		L	S	R

Likelihood	
1	Very Unlikely
2	Unlikely
3	Likely
4	Very Likely

Severity	
1	Trivial
2	Minor
3	Moderate
4	Significant
5	Very Significant

Risk (likelihood x severity)	
1 – 6	Low
7 – 14	Moderate
15 – 20	High

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
1 Severe illness from exposure to COVID-19	<p>The federation has categorised all staff into 5 categories as follows:</p> <ul style="list-style-type: none"> A. No significant concerns B. Living with a clinically vulnerable or extremely clinically vulnerable person C. Vulnerable due to a combination of age, ethnicity and / or underlying health condition that isn't listed under category D or E. D. Clinically vulnerable E. Clinically extremely vulnerable <p>Staff in category E have been identified by the most recent guidance.</p> <p>Students (children of key workers and vulnerable pupils) who are clinically extremely vulnerable (confirmed by medical professional).</p>	<p>Guidance on shielding and protecting people defined on medical grounds as clinically extremely vulnerable.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Remote learning provision for all pupils except children of key worker and vulnerable pupils.</p> <p>Additional wash stations provided throughout the Academy.</p> <p>Sanitising stations at entry points and high traffic areas.</p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Visitor restrictions</p> <p>Staff in category E are advised to work from home for the duration of the new lockdown arrangements.</p>	4	5	20	<p>Employees have been asked to update their category status by notifying the federation of any changes (including a copy of their doctor's/ NHS letter for inclusion)</p> <p>Mangers and HR to support staff with rota arrangements – not all staff are expected to be on site at all times (rotas in place).</p> <p>All staff concerned about their work environment should speak to HR.</p> <p>Category E staff risk assessments have been updated and action plans put in place.</p> <p>Hand sanitisation and cleaning supplies to continue to be replenished regularly.</p> <p>Ventilation in rooms doors and windows where possible to remain open.</p> <p>All staff identified in category E have been informed to work from home until further notice</p> <p>Federation Leadership Team are continuously monitoring government guidance.</p>	1	4	4
2 Individuals contracting COVID-19 by any means	<p>Any individual attending the academy, including: Staff in all categories</p>	<p>Remote learning provision for pupils affected.</p>	4	5	20	<p>Pupils to be made aware of regular hand washing upon entry to the academy.</p>	2	4	8

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
	Contractors Members of the public Pupils	<p>Government guidance for schools during the coronavirus.</p> <p>Individuals who display symptoms must self-isolate (10 days) and book a test</p> <p>Individuals who have been identified via the DfE Coronavirus Helpline as having been in contact with a confirmed case must self-isolate for 10 days from their last contact with the confirmed case.</p> <p>The above individuals have the option (subject to consent) to take part in LFT serial tests for 7 days (or until they test positive – if they test positive, they must self-isolate and take a PCR test)</p> <p>Distribution and display of PHE literature/posters across indoor screens desktops etc.</p> <p>Routine testing arrangements in place from 11/01/21 at the earliest.</p> <p>Serial testing arrangements in place from 11/01/21 at the earliest.</p>				<p>Classroom laid out to create as much space as possible between stations.</p> <p>Reorganisation of the academy day to minimise pupils contact outside of class.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home.</p> <p>Distribution and display of literature/posters across Federation.</p> <p>Staff and pupils are encouraged to take part in the mass testing programs.</p> <p>The academy has established a protocol for managing confirmed and/or suspected cases for staff and students</p> <p>An additional risk assessment will eb carried out for the testing facility</p>			
3 Reception areas	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	<p>Sanitising units at point of entry.</p> <p>Signage to be displayed on social distancing measures where possible.</p> <p>Controlled entry and access.</p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in</p>	4	4	16	<p>Distribution and display of literature/posters across the Federation.</p> <p>Line managers should account for staff on a daily basis (as per published rotas until February half term) this will take away the need to sign-in, reducing contact and helping to reduce transmission.</p>	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		<p>corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Visitor restrictions</p>				<p>Visitors by appointment only (appointments should be conducted via telephone or other means, where possible. Last resort is a visit.</p> <p>Controlled entry and exit into receptions, one in one out.</p> <p>Front of receptions fitted with Perspex screens.</p> <p>Sanitising station on entry.</p> <p>A record of name and telephone number should be kept for all visitors for the purpose of track and trace.</p> <p>Adopt Catch it Bin it Kill it slogan publicise at Reception.</p>			
<p>4</p> <p>Pupil Drop off/ Pick up</p>	<p>Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils</p>	<p>Students to be met and greeted at the gate.</p> <p>No parents allowed to enter through gates. This is the case in secondary academies and should be extended to Primary Academies.</p> <p>Government guidance for schools during the coronavirus pandemic</p> <p>From 4/01/21 until February half-term - key worker children and vulnerable pupils only</p> <p>Visitor restrictions</p>	4	4	16	<p>No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception.</p> <p>Drop off and Pick up</p> <p>Drop off 08.45am</p> <p>Pick up 15.30pm</p> <p>At the end of day students are dismissed by different exits based on their bubble</p> <p>Hand sanitising units fitted at all entry points.</p> <p>Entry points to be staffed at opening and closing times.</p> <p>Signage displayed.</p> <p>Adopt Catch it Bin it Kill it</p>	2	4	8

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
5 Dining Hall arrangements	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Government guidance for schools during the coronavirus. From 4/01/21 until February half-term - key worker children and vulnerable pupils only Follow government guidance on social distancing ensuring that 2m distance is maintained at all times. Lunch queue to be controlled, access restricted accordingly Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	4	4	16	Lunch to be carried out within bubbles. Where possible social distancing to be followed. Set Menu; 1x Main & 1 x Vegetarian to enable queue management. In order to reduce queues and move students quicker. Hand sanitising units fitted at the entrance to dining halls. Students and staff encouraged to wash hands and sanitise before eating food. Sanitise table before and after lunch. Adopt Catch it Bin it Kill it.	3	3	9
6 Till Operators / Kitchen staff.	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Dining halls to be staffed appropriately with during mealtimes. Hand washing before and after eating. Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	3	4	12	Option a. Biometrics to be done manually by operator student to give name and identify themselves by their planner till staff to manually enter into the till system Option b. Fingerprint scanning till operator to clean the point of contact after each use. Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved.	3	3	9

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>Catering staff deployed behind hotplate to wear Gloves and masks.</p> <p>Gloves to be changed frequently.</p> <p>Till staff to wear Gloves and visors during lunch periods.</p>			
<p>7</p> <p>Classroom layouts</p> <p>Sanitising of desks</p>	<p>Any individual attending the academy, including: Staff in all categories Contractors Pupils</p>	<p>Classrooms to be laid out to create as much space as possible between stations.</p> <p>Social distancing measures, at all times.</p> <p>From 4/01/21 until February half-term - key worker children and vulnerable pupils only</p>	3	4	12	<p>Double desks to be separated where possible creating as much distancing between students as possible.</p> <p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</p> <p>Teacher sprays desks with sanitiser at the start of every lesson; students then wipe their own desk.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home</p> <p>Hand sanitising units on entry.</p> <p>Students should be facing the front and not directly opposite each other.</p> <p>Movement in classrooms should be minimised</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Minimal objects in classrooms to enable efficient cleaning.</p> <p>Adopt Catch it Bin it Kill it.</p>	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>All classrooms to be fitted with the below this will allow for sanitising hands-on entry and the cleaning of desktops frequently.</p> <p>Blue roll x1</p> <p>Sanitising spray x1</p> <p>Hand gel x1</p> <p>Daily cleaning in each room cleaning staff x1</p> <p>Replenishment daily and on request vis the helpdesk. Site.services@mossbourne.org</p> <p>It is compulsory that all 6th formers sanitise desks in all classroom that they use including ES room.</p> <p>All classrooms where possible have been rearranged in order to create a 2-metre distance between staff and students.</p>			
<p>8</p> <p>Class changeover</p>	<p>Any individual attending the academy, including: Staff in all categories Contractors Pupils</p>	<p>Transition periods to be kept to a minimum.</p> <p>Social distancing measures, at all times.</p> <p>Use of building to be minimised.</p> <p>From 4/01/21 until February half-term - key worker children and vulnerable pupils only</p>	4	5	20	<p>Decrease movement around corridors and stairwells.</p> <p>Staggered changeover to be considered to decrease the volume of traffic in corridors.</p> <p>Face coverings issued to all staff and pupils who cannot access them.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home.</p>	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
		Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.							
9 Class line-ups (Playground)	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained Social distancing measures, at all times. From 4/01/21 until February half-term - key worker children and vulnerable pupils only	3	4	12	Classes should be dispersed intermittingly to rooms. If possibly go straight to room as soon as possible after entry. During class line-up visual checks should be done of all students regarding any visible heath issues. Staff to check and ensure students put on a suitable face covering before entering the building. Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home.	2	2	4
10 Lifts	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Access controlled. Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	4	4	16	Lift use should be discouraged and only used if necessary. To be cleaned inside, including buttons, frequently.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						Full list of cleaning duties to be placed on the cleaning schedule and issued to cleaning staff.			
11 Medical rooms/First aid	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	First Aid should continue to be administered whenever required. COVID-19 symptoms to be reported to 111 immediately. Deep clean to take place as soon as possible after detection.	4	4	16	Where possible, all first aid to be conducted in the confines of the medical room A stock of PPE will be held centrally in first aid rooms for use, when required. A separate stock of PPE will be held in each Medical room to deal with emergency situations. Qualified staff -to oversee administration of first aid for the number of pupils and staff onsite. One patient in room at a time, adhering to social distancing measures whenever possible. Deep clean to take place as soon as possible after confirmed case of COVID-19. Adopt Catch it Bin it Kill it.	3	3	9
12 Staff bases / TA rooms	Any individual attending the academy, including: Staff in all categories Contractors	Social distancing measures, where possible. Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in	4	4	16	Staff to use the same desks and keyboards where possible. Staff to seek alternative free space to work if required.	2	3	6

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
	Visitors Pupils	corridors and communal areas where social distancing cannot easily be maintained Social distancing measures, at all times.				All staff should maintain a 2m distance at all times where possible			
13 Departmental meetings	Any individual attending the academy, including: Staff in all categories	Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained Social distancing measures, at all times.	3	4	12	Where possible, telephone conversations/digital meetings should be used, rather than face to face. Face to face should be restricted to no more than 2 people, where possible All staff should maintain a 2m distance at all times where possible. If more than two people are required, the room should be big enough to allow social distancing.	2	2	4
14 Doors Internal / External. All Hard surfaces	Employees Contractors Members of the Public Clinically extremely vulnerable person Disproportionately affected groups such as male, BAME and older individuals	Doors remain open.	3	4	12	Where possible, doors should be wedged open in classrooms corridors etc. to reduce contact. Barrier tape, markings and signage to identify routes. Where possible, and weather permitting, external doors should remain open.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
15 Playgrounds	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Government guidance for schools during the coronavirus. Social distancing measures, at all times. From 4/01/21 until February half-term - key worker children and vulnerable pupils only	4	5	20	Control number of people in playgrounds. (Bubbles) Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home. Equipment to be cleaned prior to and after use. Handwashing/sanitising units used before and after play. Reduce equipment that is shared, where possible. Any equipment that cannot be cleaned should be removed.	3	3	9
16 Daily student briefings at the start of the day. Visiting site	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Hand washing techniques to be displayed in corridors etc. Hand washing facilities replenished throughout operating hours. Sanitiser units fitted in key areas.	3	4	12	Pupils to be reminded of social distancing and hygiene rules upon site entry. Bubble sizes to ensure that in the event of a positive confirmed case a maximum 30 pupils are sent home.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						Reiterate Catch it Bin it Kill it			
17 Contractors	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Only essential works to be carried out. Contractors responsible for the provision of their own PPE, to be checked before commencement.	3	4	12	Planned maintenance to continue scheduled out of hours, where possible. All contractors to provide information relating to their social distancing methods and use of PPE. Work only to take place when no pupils are onsite. Risk assessment method statements to supplied by contractors.	3	2	6
18 Sourcing of PPE	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance states there is no requirement for students and staff to wear PPE in the classroom environment.	4	4	16	A stock of PPE will be maintained and held centrally to support the stock held by academies. Training in the use of PPE used in the course of duties provided to staff and slides available on the desktop. All staff issued with a visor.	3	2	6
19 Cleaning	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Daily cleaning in place. Antiseptic chemicals used. Attention to door handles hard surfaces and toilets.	4	3	12	Day cleaners to be put in place during opening hours of academies to support enhanced cleaning. Pinnacle Cleaning Ltd and SND cleaning to ensure their staff have all the necessary PPE available to safely work with the academies. Additional cleaning to be put in place throughout, toilets corridors doors stairwells including bannisters. Along with dining hall.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>Staff and pupils will frequently clean desk tops with sanitiser and blue roll.</p> <p>Adopt Catch it Bin it Kill it.</p> <p>Additional cleaning schedule issued to cleaning staff.</p>			
20 IT Equipment /IT staff Touch screens	<p>Employees</p> <p>Contractors</p> <p>Clinically extremely vulnerable person</p> <p>Pupils</p> <p>Disproportionately affected groups such as male, BAME and older individuals</p>	<p>IT equipment to be cleaned after each use.</p> <p>Telephones to be cleaned daily and before first use.</p> <p>Photocopier touch screens to be wiped down by operator before use.</p>	4	4	16	<p>IT equipment to be frequently cleaned.</p> <p>Sanitising spray to be available in all IT Rooms</p> <p>IT issues to be remedied remotely, where possible.</p> <p>Password resets to be done remotely.</p> <p>Adhere to social distancing measures where IT response is required to attend workstations.</p>	3	3	9
21 Hot desking	<p>Any individual attending the academy, including:</p> <p>Staff in all categories</p> <p>Contractors</p> <p>Visitors</p>	<p>Staff to work from home where possible.</p> <p>Social distancing measures, at all times.</p> <p>Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Visitor restrictions</p> <p>Staff in category E are advised to work from home until further notice.</p>	3	3	9	<p>Where hot desking cannot be avoided, work station should be sanitised before use.</p> <p>Anti-bacterial spray to be provide in hot desk areas.</p> <p>All staff concerned about their work environment should speak to HR.</p> <p>Mangers and HR to support staff with rota arrangements – not all staff are expected to be on site at all times (rotas in place).</p> <p>Category E staff risk assessments have been updated and action plans put in place.</p>	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>Hand sanitisation and cleaning supplies to continue to be replenished regularly.</p> <p>Ventilation in rooms doors and windows where possible to remain open.</p> <p>Federation Leadership Team are continuously monitoring government guidance.</p> <p>Academy staff and Central Services staff to avoid meeting face to face and arrange virtual meetings instead</p>			
22 Fire Evacuation	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Fire Evacuation Policy.	3	4	12	<p>Assembly points to adhere to social distancing measures, space permitting.</p> <p>Flick online training available for new staff identified as fire wardens.</p>	2	2	4
23 Car parking & Public transport School Minibuses	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#transport	2	2	4	<p>Prioritise Car parking for disabled staff those with specific Health issues followed by distance to their academy workplace.</p> <p>Staff made aware of alternative parking availability in surrounding residential areas.</p> <p>Staff to refer concerns around travel to line managers, Principals and/or HR Business Partners</p> <p>Face coverings is compulsory at all times while travelling in the school minibuses</p> <p>All users must sanitise on boarding the bus.</p> <p>While waiting to board all passengers must socially distance at a distance of 2m.</p>	1	2	3

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
24 Clothing School uniform.	Pupils	Where possible social distancing to be in place.	3	3	9	Any stocks of uniforms in academies should be utilised and issued to students who may require it.	1	2	3
25 Science, Technology, Music and Art rooms	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Government guidance for schools during the coronavirus. From 4/01/21 until February half-term - key worker children and vulnerable pupils only See section relating to listed subjects See section relating to listed subjects	3	3	9	Sharing of any equipment should be restricted. Where this is not possible it should be sanitised between use. Desk tops should be sanitised between lessons. Staff to spray sanitiser Students to wipe down with blue roll.	2	2	4
26 Sports hall	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils		3	3	9	Sport where possible should not include physical contact. Sports lessons conducted outside where possible.	2	2	4

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						Hand washing before and after lessons. Equipment should be cleaned in between groups.			
27 Students requiring additional support.	Any individual attending the academy, including: Staff in all categories Pupils	TA supervision	3	3	9	It is compulsory for staff working and providing intimate care students that PPE is worn. All staff to be briefed on the requirement to wear PPE. Items required, Face mask/ Visor gloves and apron	2	3	6
28 Educational Visits	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Government guidance for schools during the coronavirus pandemic From 4/01/21 until February half-term - key worker children and vulnerable pupils only	3	3	9	For the duration of the new national lockdown no visits will take place.	1	2	2
29 Catering Provision	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Government guidance for schools during the coronavirus pandemic From 4/01/21 until February half-term - key worker children and vulnerable pupils only	3	3	9	In the event of a covid-19 outbreak within the kitchen that would cause the kitchen to close the following procedure should be put in place. AIP will relocate to the nearest Federation site that is not affected. AIP will be depending on space required for MVPA students and staff and deliver to site.	2	3	6

Hazard Type & Example	Category of person who may be at risk	Examples of Legal Requirements and Control Measures	L	S	R	Additional Control Measures	L	S	R
						<p>It may not be possible to cater for all students, as a minimum AIP will provide food for Free school Meals in the form of a packed lunch.</p> <p>Principal will inform non-FSM students to bring a packed lunch.</p> <p>Eligible FSM students not on site receive vouchers.</p>			

Signed	H Johnston	Date	18 th May 2020
Revised by	H Johnston	Date	28 th May 2020
Revised by	H Johnston	Date	01 st June 2020
Revised by	H Johnston	Date	11 th June 2020.
Revised by	H Johnston	Date	1 st August 2020.
Revised by	H Johnston	Date	2 nd September 2020.
Revised by	H Johnston	Date	9 th September 2020
Revised by	H Johnston	Date	18 th September 2020.
Revised by	H Johnston	Date	06 th November 2020
Revised by	H Johnston	Date	2 nd December 2020

Revised by	H Johnston	Date	5 th January 2021
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