

## Activity Risk Assessment

<b>Reference</b>	COVID -19	<b>Activity Description</b>	All
<b>Assessment Date</b>	20/05/20 with ongoing reviews	<b>Publish to Website</b>	Yes
<b>Assessor Name</b>	Hugh Johnston	<b>Activity Description</b>	COVID-19 - Education General Risk Assessment
<b>Assessment Team Members</b>	DCEO, COO, Principals, Estates and Facilities Manager	<b>Review Date</b>	Ongoing review
<b>Org Unit</b>	Mossbourne Federation		
<b>Location</b>	Mossbourne Riverside Academy	<b>Number of people at risk?</b>	47
<b>Risk Assessment Category</b>	Activity risk assessment	<b>People at risk</b>	
<b>Date Record Created</b>	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	L	S	R	Additional Control Measures	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 <b>Severe illness from exposure to COVID-19</b>	<p>The federation has categorised all staff into 5 categories as follows:</p> <ul style="list-style-type: none"> <li>A. No significant concerns</li> <li>B. Living with a clinically vulnerable or extremely clinically vulnerable person</li> <li>C. Vulnerable due to a combination of age, ethnicity and / or underlying health condition that isn't listed under category D or E.</li> <li>D. Clinically vulnerable</li> <li>E. Clinically extremely vulnerable</li> </ul> <p>Staff in category E have been identified by the most recent guidance.</p> <p>Students 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><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Remote learning provision for pupils affected</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 National Restrictions</p> <p>Clinically extremely vulnerable pupils are not able to attend school for the duration of the New National Restrictions</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>Managers to monitor the wellbeing of staff working on site and at home</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 02.12.2020.</p> <p>Federation Leadership Team are continuously monitoring government guidance.</p>	1	4	4
2 <b>Individuals contracting COVID-19 by any means</b>	<p>Any individual attending the academy, including:</p> <p>Staff in all categories</p> <p>Contractors</p> <p>Members of the public</p> <p>Pupils</p>	<p>Remote learning provision for pupils affected</p> <p>New National Restriction <u>guidance</u></p> <p>Individuals who display symptoms must self-isolate (10 days) and book a test</p>	4	5	20	<p>Pupils to be made aware of regular hand washing upon entry to the academy.</p> <p>Classroom laid out to create as much space as possible between stations.</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
		<p>Individuals identified by track and trace as having been in contact with a confirmed case must self-isolate (14 days)</p> <p>Distribution and display of PHE literature/posters across indoor screens desktops etc.</p>				<p>Reorganisation of the academy day to minimise pupils contact outside of class.</p> <p>Distribution and display of literature/posters across Federation.</p> <p>If in doubt, staff and pupils are encouraged to book an appointment at a local testing station.</p> <p>The academy has established a protocol for managing confirmed and/or suspected cases for staff and students</p>			
<b>3</b> <b>Reception areas</b>	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 corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Visitor restrictions</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, this will take away the need to sign-in, reducing contact and helping to reduce transmission.</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>	2	2	4
<b>4</b> <b>Pupil Drop off/ Pick up</b>	Any individual attending the academy, including: Staff in all categories	Students to be met and greeted at the gate.	4	4	16		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	No parents allowed to enter through gates. This is the case in secondary academies and should be extended to Primary Academies.  New National Restriction <u>guidance</u>  Visitor restrictions				No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception.  Staggered start Timings as follows.  Nursery /Reception Drop off 8.00am,8.20am,8.40am Pick up 15.00pm, 15.20pm,16.00pm Gate 4.  Year 1 Drop off 8.00am,8.10am,8.20 Pick up 15.00pm 15.10pm 15.20pm Gate 3. Year 2 Drop off 8.30am, 8.40am, 8.50am Pick up 15.30pm, 15.40pm, 15.50pm Gate 3 Year 3 Drop off 8.00am, 8.10am Pick up 15.00pm, 15.10pm, Gate 2 Year 4 Drop off 8.20am, 8.30am Pick up 15.20pm, 15.30pm Gate 2 Year 5 Drop off 8.40am Pick up 15.40pm Gate 2  Hand sanitising units fitted at all entry points.  Entry points to be staffed at opening and closing times.  Signage displayed.  Adopt Catch it Bin it Kill it			
<b>5</b> <b>Dining Hall arrangements</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	New National Restriction <u>guidance</u>  Follow government guidance on social distancing ensuring that 2m distance is maintained at all times.	4	4	16	Lunch to be carried out within bubbles.  Where possible social distancing to be followed.	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>Lunch queue to be controlled, access restricted accordingly</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>Set Menu; 1x Main &amp; 1 x Vegetarian to enable queue management. In order to reduce queues and move students quicker.</p> <p>Hand sanitising units fitted at the entrance to dining halls.</p> <p>Students and staff encouraged to wash hands and sanitise before eating food. Sanitise table before and after lunch.</p> <p>Adopt Catch it Bin it Kill it.</p>			
6 <b>Kitchen staff.</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Dining halls to be staffed appropriately with during mealtimes.</p> <p>Hand washing before and after eating.</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>	3	4	12	<p>Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved.</p> <p>Catering staff deployed behind hotplate to wear Gloves and masks.</p>	3	3	9
7 <b>Classroom layouts</b> <b>6<sup>TH</sup> Form students, Sanitising of desks</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Classrooms to be laid out to create as much space as possible between stations.	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>Hand sanitising units on entry.</p> <p>Where possible students should be facing the front and not directly opposite each other.</p> <p>Movement in classrooms should be minimised</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>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> <p>All class rooms to be fitted with the below this will allow for sanitising hands on entry and the cleaning of desk tops 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. <a href="mailto:Site.services@mossbourne.org">Site.services@mossbourne.org</a></p> <p>It is compulsory that all 6<sup>th</sup> formers sanitise desks in all classroom that they use including ES room.</p> <p><b>All classrooms where possible have been rearranged in order to create a 2-metre distance between staff and students.</b></p>			
8 <b>Class changeover</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Transition periods to be kept to a minimum.  Use of building to be minimised.  Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in	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>	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
		corridors and communal areas where social distancing cannot easily be maintained.				Face coverings issued to all staff and pupils who cannot access them.			
<b>9</b> <b>Class line-ups (Playground)</b>	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Where possible students should maintain a safe distance in line up.  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	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 health issues.  Staff to check and ensure students put on a suitable face covering before entering the building.	2	2	4
<b>10</b> <b>Lifts</b>	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.  Full list of cleaning duties to be placed on the cleaning schedule and issued to cleaning staff.	2	2	4
<b>11</b> <b>Medical rooms/First aid</b>	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 (including paediatric first aid for early years) to oversee administration of	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>first aid for the number of pupils and staff onsite.</p> <p>One patient in room at a time, adhering to social distancing measures whenever possible.</p> <p>Deep clean to take place as soon as possible after confirmed case of COVID-19.</p> <p>Adopt Catch it Bin it Kill it.</p>			
<b>12</b> <b>Staff bases / TA rooms</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	<p>Social distancing measures, where possible.</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>	4	4	16	<p>Staff to use the same desks and keyboards where possible.</p> <p>Line managers to restrict number of staff in these areas.</p> <p>Staff to seek alternative free space to work if required.</p> <p>All staff MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy.</p>	2	3	6
<b>13</b> <b>Departmental meetings</b>	Any individual attending the academy, including: Staff in all categories	<p>Social distancing measures, where possible.</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>	3	4	12	<p>Where possible, telephone conversations/digital meetings should be used, rather than face to face.</p> <p>Face to face should be restricted to no more than 2 people, where possible</p> <p>All staff MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy.</p> <p>If more than two people are required, the room should be big enough to allow social distancing.</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
<b>14</b> <b>All staff briefing (Weekly)</b>	Any individual attending the academy, including: Staff in all categories	Social distancing measures, where possible.	3	4	12	Principal to email all staff with key information	2	2	4
<b>15</b> <b>Doors Internal / External.</b> <b>All Hard surfaces</b>	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
<b>16</b> <b>Playgrounds</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	New National Restriction <u>guidance</u>  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	5	20	Control number of people in playgrounds. (Bubbles)  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
<b>17</b> <b>Daily student briefings at the start of the day.Visiting site</b>	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.  Reiterate Catch it Bin it Kill it	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
<b>18</b> <b>Contractors</b>	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
<b>19</b> <b>Sourcing of PPE</b>	Employees Contractors Members of the Public Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	Government guidance 12/05/20 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
<b>20</b> <b>Cleaning</b>	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.  Staff and pupils will frequently clean desk tops with sanitiser and blue roll.  Adopt Catch it Bin it Kill it.	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
						Additional cleaning schedule issued to cleaning staff.			
<b>21</b> <b>IT Equipment /IT staff</b> <b>Touch screens</b>	Employees Contractors Clinically extremely vulnerable person Pupils Disproportionately affected groups such as male, BAME and older individuals	IT equipment to be cleaned after each use. Telephones to be cleaned daily and before first use. Photocopier touch screens to be wiped down by operator before use.	4	4	16	IT equipment to be frequently cleaned. Sanitising spray to be available in all IT Rooms IT issues to be remedied remotely, where possible. Password resets to be done remotely. Adhere to social distancing measures where IT response is required to attend workstations.	3	3	9
<b>22</b> <b>Hot desking</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors	Staff to work from home where possible 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. Visitor restrictions Staff in category E are advised to work from home for the duration of the New National Restrictions	3	3	9	Where hot desking cannot be avoided, work station should be sanitised before use. Anti-bacterial spray to be provide in hot desk areas. All staff concerned about their work environment should speak to HR. Category E staff risk assessments have been updated and action plans put in place. Hand sanitisation and cleaning supplies to continue to be replenished regularly. Ventilation in rooms doors and windows where possible to remain open. All staff identified in category E have been informed to work from home until 02.12.2020.	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
						Federation Leadership Team are continuously monitoring government guidance. Academy staff and Central Services staff to avoid meeting face to face and arrange virtual meetings instead			
<b>23</b> <b>Fire Evacuation</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Fire Evacuation Policy.	3	4	12	Assembly points to adhere to social distancing measures, space permitting. Flick online training available for new staff identified as fire wardens.	2	2	4
<b>24</b> <b>Car parking &amp; Public transport</b> <b>School Minibuses</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	<a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=87cee944-f032-4662-93a2-fdc249e6b5b0&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=87cee944-f032-4662-93a2-fdc249e6b5b0&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>	2	2	4	Prioritise Car parking for disabled staff those with specific Health issues followed by distance to their academy workplace. Staff made aware of alternative parking availability in surrounding residential areas. Staff to refer concerns around travel to line managers, Principals and/or HR Business Partners Face coverings is compulsory at all times while travelling in the school minibus All users must sanitise on boarding the bus. While waiting to board all passengers must socially distance at a distance of 2m.	1	2	3
<b>25</b> <b>Clothing School uniform.</b>	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. Uniforms should be washed daily	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
<b>26</b> <b>Science, Technology, Music and Art rooms</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	New National Restriction <u>guidance</u>  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
<b>27</b> <b>Sports hall</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils		3	3	9	<b>S</b> port where possible should not include physical contact.  Sports lessons conducted outside where possible.  Hand washing before and after lessons.  Equipment should be cleaned in between groups.	2	2	4
<b>28</b> <b>Students requiring additional support.</b>	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

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
<b>29</b> <b>Educational Visits</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	New National Restriction <u>guidance</u>	3	3	9	For the duration of the New National Restrictions no educational visits will take place.	1	2	2
<b>30</b> <b>Catering Provision</b>	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	New National Restriction <u>guidance</u>	3	3	9	<p>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.</p> <p>AIP will relocate to the nearest Federation site that is not affected.</p> <p>AIP will depending on space Cater for MCA students and staff and deliver to site.</p> <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>Principals should inform non-FSM students to bring a packed lunch.</p>	2	3	6

<b>Signed</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> May 2020
---------------	------------	-------------	---------------------------

<b>Revised by</b>	H Johnston	<b>Date</b>	28 <sup>th</sup> May 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	01 <sup>st</sup> June 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	11 <sup>th</sup> June 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	1 <sup>st</sup> August 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	2 <sup>nd</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	9 <sup>th</sup> September 2020
<b>Revised by</b>	H Johnston	<b>Date</b>	18 <sup>th</sup> September 2020.
<b>Revised by</b>	H Johnston	<b>Date</b>	06 <sup>th</sup> November 2020