

Activity Risk Assessment

Reference	COVID -19	Activity Description	All
Assessment Date	22/02/21 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	Review Date	Ongoing review
Org Unit	Mossbourne Federation		
Location	Mossbourne Riverside Academy	Number of people at risk?	Staff 47 Students 391
Risk Assessment Category	Activity risk assessment	People at risk	
Date Record Created	20/05/2020		

Substance, activity or a process with potential to cause

Details those that may be affected by

Lists legal requirements along with any control measures that may

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

Hazard Type & Example	Category of person who may be at risk	Examples of Legal requirements and Control	L	S	R	Additional Control Measures	L	S	R
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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	The federation has categorised all staff into 5 categories as follows: 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 Staff in category E have been identified by the most recent guidance. Students who are clinically extremely vulnerable (confirmed by medical professional).	Remote learning provision for pupils affected. Additional wash stations provided throughout the Academy. Sanitising stations at entry points and high traffic areas. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).	4	5	20	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) HR have updated the risk assessments and ensured the categorisation includes recent changes made by the government on people who need to shield. Managers to monitor the wellbeing of staff working on site and at home. 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. Federation Leadership Team are continuously monitoring government guidance.	1	4	4
2 Individuals contracting COVID-19 by any means.	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	Remote learning provision for pupils affected. Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	4	5	20	Pupils to be made aware of regular hand washing upon entry to the academy. Classroom laid out to create as much space as possible between stations.	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 who display symptoms must self-isolate (10 days) and book a test.</p> <p>Individuals identified by track and trace as having been in contact with a confirmed case must self-isolate (10 days)</p> <p>Distribution and display of PHE (Public Health England) literature/posters across indoor screens desktops etc.</p> <p>Staff who consent, to test at home twice per week.</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>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 90 pupils are sent home.</p> <p>If symptomatic, book a test at a local testing station.</p> <p>If in close contact, live in a household with anyone who develops symptoms and/or develop symptoms, self-isolate and not come to school.</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>			
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>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p>	4	4	16	<p>Distribution and display of literature/posters across the Federation.</p> <p>Line managers should account for staff daily, 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>	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
		Visitor restrictions				Sanitising station on entry. A record of name and telephone number should be kept for all visitors for the purpose of track and trace. Adopt Catch it Bin it Kill it slogan publicise at Reception.			
4 Pupil Drop off/ Pick up.	Any individual attending the academy, including: Staff in all categories Contractors Members of the public Pupils	Students to be met and greeted at the gate. No parents allowed to enter through gates. Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings. Visitor restrictions	4	4	16	No parents to enter academy grounds, anyone that may have a need to must have an appointment and enter via reception. Staggered start and exit times. 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.	2	4	8
5 Dining Hall arrangements	Any individual attending the academy, including: Staff in all categories Contractors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	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>Follow government guidance on social distancing ensuring that 2m distance is maintained at all times.</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p> <p>Lunch queue to be controlled, access restricted accordingly.</p>				<p>Set Menu; 1x Main & 1 x Vegetarian to enable queue management. 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 Kitchen staff.	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>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p>	3	4	12	<p>Catering staff to wear PPE (Personal Protective Equipment) 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

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
7 Classroom layouts	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. Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance Rooms ventilated when in use. Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.	3	4	12	Reorganisation of the academy day to minimise pupils contact outside of class as well as bubble sizes. Bubble sizes to ensure that in the event of a positive confirmed case a maximum 90 pupils are sent home. Desk may be positioned in groups of up to six creating as much distancing between students as possible. Students should be greeted and move straight into rooms on arrival and not line up outside rooms. Hand sanitising units on entry. Movement in classrooms should be minimised. Clear routes through all rooms to be maintained and fire Evacuation routes not compromised. Minimal objects in classrooms to enable efficient cleaning. Adopt Catch it Bin it Kill it. All classrooms to be fitted with the below this will allow for sanitising hands-on entry and the cleaning of desktops frequently. Blue roll x1 Sanitising spray x1 Hand gel x1 Daily cleaning in each room cleaning staffs x1.	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>Replenishment daily and on request vis the helpdesk. Site.services@mossbourne.org</p> <p>All classrooms where possible have been rearranged to create a 2-metre distance between staff and students.</p> <p>Ventilation systems have been serviced and operated accordingly.</p>			
8 Class changeover	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Transition periods to be kept to a minimum.</p> <p>Use of building to be minimised.</p> <p>Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</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 who cannot access them.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 90 pupils are sent home.</p>	2	2	4
9 Class line-ups (Playground)	Any individual attending the academy, including: Staff in all categories Contractors Pupils	<p>Where students should maintain a safe distance in line up.</p> <p>Staff may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p>	3	4	12	<p>Classes should be dispersed intermittingly to rooms. If go straight to room as soon as possible after entry.</p> <p>During class line-up visual checks should be done of all students regarding any visible heath issues.</p> <p>Bubble sizes to ensure that in the event of a positive confirmed case a maximum 90 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
10 Lifts	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Access controlled. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.	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
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 (including paediatric first aid for early years) 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 Visitors Pupils	Social distancing measures, where possible. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).	4	4	16	Staff to use the same desks and keyboards where possible. Line managers to restrict number of staff in these areas. Staff to seek alternative free space to work if required. All staff MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy.	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
		Outside of the school setting staff must follow government guidance on the wearing of face coverings.							
13 Departmental meetings	Any individual attending the academy, including: Staff in all categories	Social distancing measures, where possible. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.	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 MUST maintain a 2m distance at all times and find alternative spaces to complete work when staff base or room if busy. If more than two people are required, the room should be big enough to allow social distancing.	2	2	4
14 All staff briefing (Weekly)	Any individual attending the academy, including: Staff in all categories	Social distancing measures, where possible. Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.	3	4	12	Principal to email all staff with key information.	2	2	4
15 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
16 Playgrounds	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.	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 90 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
17 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. Reiterate Catch it Bin it Kill it.	2	2	4
18 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
19 Sourcing of PPE	Employees Contractors Members of the Public Clinically extremely vulnerable person	Government guidance states there is no requirement for primary pupils to wear face coverings.	4	4	16	A stock of PPE will be maintained and held centrally to support the stock held by academies.	3	2	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
	Pupils Disproportionately affected groups such as male, BAME and older individuals	Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.				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 face mask (visors are no longer suitable).			
20 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. Staff and pupils will frequently clean desktops with sanitiser and blue roll. Adopt Catch it Bin it Kill it. Additional cleaning schedule issued to cleaning staff.	2	2	4
21 IT Equipment /IT staff Touch screens	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
22 Hot desking	Any individual attending the academy, including: Staff in all categories Contractors	Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for	3	3	9	Where hot desking cannot be avoided, workstation should be sanitised before use. Anti-bacterial spray to be provide in hot desk areas.	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
	Visitors	example, when moving around in corridors and communal areas). Outside of the school setting staff must follow government guidance on the wearing of face coverings.				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 further notice. 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.			
23 Fire Evacuation	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
24 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/transport-to-school-and-other-places-of-education-autumn-term-2020?utm_source=87cee944-f032-4662-93a2-fdc249e6b5b0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate	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 2m.	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
25 Clothing School uniform.	Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance 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
26 Science, Technology, Music and Art rooms	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance 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. Desktops should be sanitised between lessons. Staff to spray sanitiser. Students to wipe down with blue roll.	2	2	4
27 Sports hall	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	3	3	9	Sport 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
28 Students requiring additional support.	Any individual attending the academy, including: Staff in all categories Pupils	TA supervision. Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance Staff and adult visitors may choose to wear a face covering in situations where social distancing between adults is not possible (for	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
		<p>example, when moving around in corridors and communal areas).</p> <p>Outside of the school setting staff must follow government guidance on the wearing of face coverings.</p>							
29 Educational Visits	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	3	3	9	<p>Local visits not involving public transport may be authorised by the principal.</p> <p>Additional assessment may be required to facilitate the trip.</p>	1	2	2
30 Catering Provision	Any individual attending the academy, including: Staff in all categories Contractors Visitors Pupils	Schools' coronavirus operational guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance	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 be 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

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.
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Revised by	H Johnston	Date	5 th January 2021
Revised by	H Johnston	Date	25 th January 2021
Revised by	H Johnston	Date	22 nd February 2021
Revised by	M OJJA	Date	8 th March 2021
Revised by	H Johnston	Date	19 th April.2021
Revised by	H Johnston	Date	5 th May 2021
Revised by	H Johnston	Date	13 th May 2021