

Risk Assessment – Covid-19 (Autumn Term Reopening)		15/11/20	Trumpington Community College
Responsible Person	Matthew Oughton (Principal)		
Other Persons Involved	Daren Howard (Chair TCC H&S); Richard Ansell (Estate); Charlie Browne (Site), Jess Pearce (Vice Principal)		
Guidance Material Considered	<ul style="list-style-type: none"> ● DfE – Guidance for Full Opening – Schools (17 September) ● DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 September) ● DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 August) ● DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) ● BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (22 September) Note: this guidance covers office safety such as that carried out by support staff which is not explicitly covered in the education-focused DfE guidance. ● NHS - Test and Trace – How it works (23 September) 		

Details	
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice 10) Lateral Flow Testing of Staff on demand and initial testing of students (twice) <ul style="list-style-type: none"> ● Numbers 1 to 4 are in place in all the time. ● Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. ● Number 6 applies only in specific circumstances. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Numbers 7 to 9 are followed in every case where they are relevant.
- Number 10 follows guidelines from “Mass asymptomatic testing schools and colleges”

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • The individual employee risk assessment has been updated and has been carried out on key individuals known to be vulnerable • Any staff who are not required in school and can continue to work from home will continue to do so. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • To support the testing process, the school has set up a testing area using Lateral flow devices • If the test is positive: <ul style="list-style-type: none"> ○ The staff member should immediately seek a PCR test at a testing centre ○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough, the 10 days must restart if they develop new symptoms during this time.. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school of the PCR result immediately. ○ The school contacts their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so, providing evidence of their negative test. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 	<p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>TBC</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained, providing evidence of the positive result. • To support the testing process, the school can perform lateral flow tests if the school believes it will significantly decrease the likelihood of asymptomatic Transmission. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p>

			<ul style="list-style-type: none"> Where a positive PCR result is obtained, the school will contact the local Health Protection Team for advice on further action required. A negative result means the pupil can return to school. Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms on production of evidence of the negative test result. 	Y	Y
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Details of local procedures communicated to all visitors before they come to site. Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. Undertaken by site staff in advance. Where possible contractor appointments scheduled for times where pupils are not on site. Guests to the school will enter via the main entrance only. Where more than one guest is in attendance appropriate distancing will be adhered to outside the main entrance. Parents dropping children off will do so on the road adjacent to the school. Visitors to the front desk are asked to wear a face covering when they interact with front desk staff due to proximity 	Y	Y
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> If showing symptoms, pupil/staff members will be sent home and instructed to order a test under the NHS Test and Trace programme. SLT to be informed. Initiate internal track and trace to determine bubble and potential wider contact. Unwell pupils will be held in the GF isolation room to the rear of the school if awaiting collection in line with <u>government guidelines</u>. This space will have an immediate clean and sanitation once the pupil has departed the site. Staff work in offices nearby to supervise the child. GF disabled toilet near this room will be cordoned off to be used only by the student and thoroughly cleaned after their departure by site staff. A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases. Reusable face shield available. These are for First Aider priority use. Staff and pupils who were with the affected party should wash their hand,s but do not need to go home unless symptomatic. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance <u>COVID-19: cleaning of non-healthcare settings</u> First Aid medical room will not house unwell pupils, and be used only for other non-COVID related illness / access to medication. 	Y	Y

Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<u>Good Hand and Respiratory Hygiene</u>		
			<ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser to be readily available. 	Y	Y
			<ul style="list-style-type: none"> • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, and re entry to the building following lunchtime. Skin friendly cleansing wipes used for those who need assistance in cleaning hands. 	Y	Y
			<ul style="list-style-type: none"> • Frequent handwashing practices built into school behaviour culture and processes. Completed via regular reminders. Social time end marked with hand washing/sanitising opportunities, staff distribute sanitiser on entry to the building. 	Y	Y
			<ul style="list-style-type: none"> • Catch-it, bin-it, kill-it, promoted throughout school. 		Y
			<ul style="list-style-type: none"> • School provides tissues and sufficient bins to support disposal of waste. 	Y	Y
			<ul style="list-style-type: none"> • School considers support for those who may have difficulty with effective hand-washing practice. 	Y	Y
			<ul style="list-style-type: none"> • Regular robust handwashing to be carried out. Signage advocating more frequent handwashing to be installed in various prominent locations around the premises (e.g. Reception, Toilets). 	Y	Y
			<ul style="list-style-type: none"> • Promote catch-it, kill-it, bin-it with verbal reminders. 		Y
			<ul style="list-style-type: none"> • Materials loaned (i.e. pens, pencils) will be stopped and each student provided with/bring a full set of equipment in labelled case. Some loaned equipment will be available, but undergo full sanitisation as required. This will apply specifically to spare Chromebooks in the event a student's device becomes faulty and a loan machine is required temporarily. 	Y	Y
			<ul style="list-style-type: none"> • Classroom doors and windows will remain open to encourage good ventilation. When cold, doors to classrooms will remain open but windows may be closed as the corridor space is significant. 	Y	Y
			<ul style="list-style-type: none"> • Handling of post, cash, or other delivered materials is undertaken by Administrative and Site staff only. 	Y	Y
			<ul style="list-style-type: none"> • Where possible, meetings are conducted using Google meet, or other remote means. Office-based meetings are conducted in a suitable physical space that satisfies distancing, especially where participants face each other. 	Y	Y
			<ul style="list-style-type: none"> • Toilet breaks are being limited, and using the one-in one-out system. Student toilets will be on every floor and marked by year group. Staff toilets will be disabled access toilets and student services toilet. If suspicion of C19 and any staff toilets have been used by the ill staff member, there will be a full deep clean before next use allowed. Indicative signage in place. 	Y	Y
			<ul style="list-style-type: none"> • First aid trained colleagues will use PPE provided. Any student displaying or reporting symptoms of COVID-19 will be taken to the GF isolation room. Any asymptomatic student reporting contact with someone who has COVID-19 will be isolated in the first aid room in student services. In either scenario the student will be sent home and an additional risk assessment made of the school and any stakeholders present. NHS 111, Test and Trace and PHE notified for further guidance and advice. 	Y	Y
			<ul style="list-style-type: none"> • Specialist rooms will be used – Art, DT, Food Tech, for example – for specific practical activities in order to preserve a full curriculum delivery. Additional risk assessment will still apply (i.e. CLEAPSS) and will be conducted by the teacher and technician accordingly, in line with this risk assessment. 	Y	Y

		<ul style="list-style-type: none"> Cross site travel for Year 10 to be stopped as part of the new curriculum. Year 11 site crossing to be significantly reduced by shuffling the groups. 	Y Y/partial	Y
		<p><u>Measures within Classrooms</u></p> <ul style="list-style-type: none"> Staff remain distanced from pupils, at the front of the class, away from colleagues, and ideally 2m from all parties where possible. Pupils sitting side by side and facing forwards. All pupils seated according to seating plan. Avoid face to face contact and limit time spent within 1m of anyone to no more than 10 minutes. Education support for those students with SEND to be provided by TAs in a socially distanced manner. Students use only their own equipment brought in labelled cases. Staff use only their own classroom equipment, and transportation supported by use of staff trolleys. Student books/ other collected work to be left for 48 hours before being marked by a member of staff, and left for a similar amount of time before being handled by the students again. Staff to sanitise/clean hands before and after marking books. When a bubble is leaving a classroom and will not return to it for the next lesson, students must wipe down their desk space with antibacterial wipes. Staff are changing classrooms frequently and must therefore make sure they wipe down the teacher desk space when they leave a room. 	Y Y Y Y Y Y	Y Y Y Y Y
		<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> All adults to wear masks in non-classroom spaces when sharing a room with another adult. This includes, corridors, meeting rooms, workrooms etc. Where work/ meetings take place in a socially distanced manner, this is the only time when masks do not need to be worn. Masks do not need to be worn in the classroom by teachers when teaching as social distancing should be maintained All meetings of 5 or more members of staff to be held virtually. All in person meetings to be socially distanced, in a well ventilated space. Teaching Assistants and pastoral staff who work closely with students should wear a mask when working in these small group environments. Groups to be kept apart where possible – line ups and staff escorts around the building to ensure this. Assemblies one bubble group at a time. Timetable to keep groups apart and minimise movement around the site as much as possible. Floors and zones identified as above. Any necessary student movement to specialist spaces will be escorted. Passing the odd person remains low risk – one way system in place, including use of stairwells for up and down use only. Marked entrance and exits in place, with use of additional points of entry and exit for staggered start and end to the days per year group bubble. 	Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y

			<ul style="list-style-type: none"> ● Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). Lines spread apart by 2m; students stand with a one-person space in front of them, all facing forward. Evacuation to use additional points of entry/exit to prevent bottleneck, and additional access to muga (muster area) in place. ● Break time at same time and in zoned spaces. Lunches will have staggered service as grab and go; escorted by staff and taken to zoned bubble areas. ● Staff room use to be reduced, and following the signage that indicates maximum person use per space. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas. ● Staff Work Room to be created in Room 28, with tables socially distanced. Additional staff workspace is available on the Science Balcony where staff must ensure they are seated in a distanced manner and wearing masks where this is not possible. Staff room to have tables separated and cleared with seats facing the same way. ● Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom ● Sanitising stations throughout the school, including dispensers and 'mini sanitising stations' per classroom. 	Y	Y
			<p><u>Measures for Arrival and Departure</u></p> <ul style="list-style-type: none"> ● Stagger start and finish times to prevent groups mixing, but without reducing the amount of teaching time. Separate entrances according to year group bubble for entry into site following line up process; staggered departure. Each year group bubble will have allocated line up space for arrival, supervised by staff. Increased duty staff at end of day to ensure gatherings are prevented and students leave site home immediately. ● Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the front of the school or adjacent public spaces. ● Those arriving wearing face coverings may dispose safely in bins and wash/sanitise hands before entering the building. ● Stakeholder queries to be managed by marked zones near student services, for students, or marked zones in the external reception space. 	Y	Y

			<p><u>Public Transport</u></p> <ul style="list-style-type: none"> Staggered entry to and exit from the building in place, per year group bubble. Overwhelming majority of students walk or cycle to school. Only a very few use public transport/taxi service, and will be encouraged to cycle or use family car where possible. Face coverings are required on public transport for all over 11 years old. Students to arrive to predetermined areas and be met by supervising staff. 	Y	Y
			<p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> Not applicable 	NA	NA
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> All unnecessary furniture removed to aid distancing between groups. External learning spaces cleared for social space as per year group bubble by floor. Adjustment to servery to facilitate grab and go food collection. One way system implemented in corridors and on stairwells. All external spaces marked to encourage distancing. All internal shared spaces marked to encourage distancing Demarcating staff rooms or other areas where people may congregate, including virtual corridors marked out. Access to print rooms/photocopiers limited to one person. HVAC system switched to fresh air mode, including AC systems in music suite and rear offices. Lift occupancy for lifts to one person. Windows opened where possible, including venting system. When weather gets colder, vents and or windows to be closed. Non-fire doors propped open to remove need for hand contact. Fire doors propped open with automatic release to remove need for hand contact. Outdoor equipment and furniture thoroughly cleaned between groups using Ramsol aerosol. Removal of soft furnishings and non-use of soft furnishings. Shared workstations to be sanitised between use (computer room 1F; technician offices; ICT office; reception, classrooms and student services). <i>Covid-19 Secure in 2020</i> posters on display. Reduced use of the sports centre and no public access to toilets and changing facilities. Staff gatherings to be in Atrium, socially distanced and wearing masks as appropriate 	Y	Y

Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> ● Involve the workforce in the development of this risk assessment and control measures (refer to Group Consultation (HS) Policy for guidance). ● Communicate this risk assessment and its findings to staff and potentially pupils/parents. ● Feed the determined approach into the communication strategy. ● Staff have access to Group’s occupational health and counselling service via HR ● Publish the findings of this risk assessment on the school website. Risk Assessment completion and approval/sign off communicated via briefing and bulletin, and family communication. Hard copies of RA available. 	Y Y Y Y	Y Y Y Y
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> ● Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. Toilet areas cleaned throughout the day. ● Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. ● Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings ● Where cleaning is contracted out the school still has a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual. Completed daily and monitored by site supervision. ● Daily deep clean in place using Ramsol aerosol spray, including all facilities and hard furniture. 	Y Y Y Y	Y Y Y Y
Delivery of ‘higher risk’ subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> ● Full curriculum to be delivered by specialist subjects. Adjustments to programmes of study to allow for content to be delivered in the first instance, or for scaled back practical activities that can be undertaken in a standard classroom without breaking expectations around groupings/distancing. PE subjects can continue and will use spaces that support expectations around groupings/distancing/contact/hygiene. ● Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. 	Y Y	Y Y
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> ● Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs, and in line with DfE and local Safeguarding requirements. Identified staff only to provide this support. ● SENDCo and other authorised staff to support monitoring of students with EHCP and/or other vulnerabilities, following distancing guidance by implementing appropriate adjustments to timetable, school support and/or strategy sheets to reflect this risk assessment against specific needs according to the child. Equality Impact Assessment COVID-19 undertaken for SEND. 	Y Y	Y Y

<p>Failure to follow local rules</p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness. Persons violate local rules</p>	<ul style="list-style-type: none"> ● Detail of expectations to be communicated in whole staff briefing and notes publically shared. ● Temporary arrangements to be shared with all stakeholders verbally and in writing. ● School behaviour policy amended in the light of COVID-19, partial reopening from 15th June, and the changes in key behaviours that are now more serious and steps to respond to these behaviours/breaches that affect the health and safety of stakeholders. Removal from school in line with the updated behaviour policy and updated DfE guidance on exclusions in place. ● Weekly HR meeting minimum and reference in the event of any behaviour or breach by staff that affects the health and safety of stakeholders. 	<p>Y Y Y Y</p>	<p>Y Y Y Y</p>
<p>Maintaining a compliant premises</p>	<p>Pupils, Staff</p>	<p>Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.</p>	<ul style="list-style-type: none"> ● Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed in August 2020 prior to reopening and a frequent briefing thereafter to be provided to the school's Head. Further RA checks to be completed by RD and UL Central Office. ● Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) ● School to keep a documented record of all PPM tasks that are slipping due to contractor delays. To be reviewed weekly to ensure that the premises remains safe. ● HT to meet regularly with the site/facilities/business to review any premises compliance items that are becoming a concern. 	<p>Y Y Y Y</p>	<p>Y Y Y Y</p>
<p>The school lapses in following national/group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community</p>	<ul style="list-style-type: none"> ● Central office to ensure that Coronavirus pages on the Hub are kept updated ● Important updates/changes to be included in Jon Cole's Heads Bulletins. ● Headteacher to ensure that all relevant guidance is followed and communicated via staff briefing, school, and cluster bulletins ● Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly ● Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. ● Parents/Pupils updated via classrooms/email/parent text as necessary. ● Any change in information to be shared with Chair of School Improvement Board and passed on to parents by Parentmail and staff by email 	<p>Y Y Y Y Y Y Y</p>	<p>Y Y Y Y Y Y Y</p>
<p>Other Risk Assessments</p>	<p>Staff, Pupils</p>	<p>Other risk assessment that aren't updated and therefore become invalid</p>	<ul style="list-style-type: none"> ● Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak ● Fire risk assessment reviewed in line with COVID-19 arrangements. Hand gels are noted to be flammable, with the exception on non-alcohol based gels for use by specific stakeholder groups. ● Fire safety procedures amended to support COVID-19 arrangements. 	<p>Y Y Y</p>	<p>Y Y Y</p>

			<ul style="list-style-type: none"> Staff training schedule monitored and any slippage identified. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Site staff and HT to carry out weekly walkabout/inspection for safety, security and safeguarding. Weekly update on H&S, security and safeguarding matters. 	Y	Y
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office. Staff to send photographs of home set-up to ensure compliance over set-up. Staff to read supplied DSE Policy, and sign to acknowledge they have read, ensured compliance in the home space and accept responsibility for safe working practice using school equipment in the home space for work-related activities. Guidance on setting up a suitable workstation provided on Hub coronavirus pages Additional equipment needs to be reviewed on a case-by-case basis 	Y Y Y	Y Y Y
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Y Y	Y Y
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Monitor colleagues who are required to self-isolate Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. 	Y Y Y Y	Y Y Y Y

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Sports Centre, external Sports Facilities to remain fully closed. Partial reopening of external spaces, September 2020	TBC – Govt advice updates	TBC – Govt advice updates	HT, Site

Assessment completed by:	Assessment completed by: Assessment checked by:	Hannah Jones Daren Howard, Chair TCC H&S Committee Richard Ansell, Estates Charlie Browne, Site	Date: 10/2/21		Date of next review:	26/2/21 Completed fortnightly from September.
---------------------------------	--	---	---------------	--	----------------------	--