

Infection Control COVID-19 General Risk Assessment Form

Witton-le-Wear Primary School.

Risk assessment carried out by -M.Stephenson	Job title -Head teacher	Date of revised assessment – July 2020.
Review interval – Weekly.	Date reviews carried out – Friday each week. Commencing WB 1/6/20 Re-Commence as from 1st September 2020 onwards.	

Staff covered by this assessment – All Staff and Pupils accessing the school site/building	Activities involved – See below
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

The school has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children’s Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). [-Critical Workers who can access schools occupational settings-Updated on the 5th May 2020.](#)

From the week commencing 1 June the school will welcome back children in nursery, reception, year 1 and year 6, alongside priority groups as identified by the [DfE Guidance Coronavirus \(COVID-19\) Implementing protective measures in education and childcare settings-11th May 2020.](#)

The school are also following the DfE guidance : [Actions for schools during the coronavirus outbreak - 28th April 2020.](#)

The school have adopted the guidance provided in the DfE and PHE [Coronavirus \(COVID-19\) guidance for educational settings](#) -Updated 7th April 2020.

The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](#) -Updated on the 5th May 2020.

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Where need identified individual risk assessments have been completed for identified staff members.

The school have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others \(social distancing\)](#) (Point 6), updated on the 1st May 2020. Where need identified individual risk assessments have been completed for identified staff members.

The school are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](#). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

Where need is identified for relevant pupils the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak](#)- Updated the 7th May 2020.

The school are following the guidance [COVID-19:Cleaning of non-healthcare settings](#)- Updated 26th March 2020.

The school have considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](#) - Updated 12 May 2020 and [Planning guidance for primary schools](#) -Published 14 May 2020.

Staff, Parents/Carers have been advised that casual clothing is to be worn to school, it is strongly advised that clean clothing be worn each day.

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)

Durham County Council are working with partner agencies and following national guidance.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -hsteam@durham.gov.uk and 03000 263430.

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Limiting the Spread of Coronavirus (COVID-19) to the school community.	M	<ul style="list-style-type: none"> -All pupils from Nursery to Y6 are accessing the school sites from 2/9/20 -Registers are taken each day of pupils present. -Staff arrive on site prior to the start of the school day and meet with identified member of the SLT. -Pupils are met each day at the identified entrance for their class by a staff member. -Parents will continue to not be permitted into the school building or site. 	<ul style="list-style-type: none"> -Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. - Head teacher to remind parents/carers and staff via newsletters etc. that where children or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. -Pupils and Staff displaying symptoms will not be permitted into school until 7/14-day isolation completed. -The Governing body of the school are to be informed of staff members and Parent/Carers concerns. 	L	<ul style="list-style-type: none"> Parents/ Carers and Staff-On Going. Head teacher-On Going. Head teacher-Where need identified. Head teacher-Immediate
Staff and Pupils not attending school	M	<ul style="list-style-type: none"> -Registers are maintained each day for pupils that are attending the school - Attendance is considered a legal, statutory requirement. 	<ul style="list-style-type: none"> -Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. -Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. -Where need is identified staff/families advised to follow guidance from the NHS 	L	<ul style="list-style-type: none"> Parents/ Carers and Staff-On Going. Staff-On Going
Pupil/Staff member living with a shielded or clinically vulnerable person	H	<ul style="list-style-type: none"> -If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school. 		L	Head teacher-Where identified
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Pupil /Staff member living in a household with someone who is extremely clinically vulnerable	H	<ul style="list-style-type: none"> -If a pupil or staff member is living with someone who is extremely clinically vulnerable it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to. - If stringent social distancing cannot be adhered to pupil and staff cannot be on the school site., 	<ul style="list-style-type: none"> Where the school cannot adhere to stringent social distancing the school do not expect staff/pupils in this category to attend the school site -Where need identified pupils will be supported to learn at home. -Staff will be given tasks to complete from home where appropriate. 	L	Head teacher-Where identified
Entrance to the school site and building	M	<ul style="list-style-type: none"> -Access to the school site to be controlled, entrance gate and classroom access ways to be used to allow Pupils separate access to the school site. -Separate Entrance doors for each year group clearly identified. -Primary aged pupils must be accompanied to school each morning. -Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. -Pupils, Parents/Carers advised to maintain social distancing when at the school site. -The start of the school day has been staggered to allow controlled access into the school building by pupils. -Parents not permitted to enter the school building – they need to telephone or e mail.. -Pupils are met each day at the identified entrances for their year group class by a staff member. -Pupils store outdoor clothing and bags in designated area. -Staff store their bags in designated areas. -Those pupils with clearly named packed lunches and water bottles are to store them within a designated area of their allocated 	<ul style="list-style-type: none"> -Pupils, Parents reminded prior to the 1st June 2020 to ensure social distancing when on the school site. -Pupils, Parents/Carers to be continually reminded via school communication links to maintain social distancing when entering the school site. -Staggered start times introduced for <ul style="list-style-type: none"> Class 1 – Nur / Rec at 9.00am leave 3.15pm Class 2 – Y1/2 at 8.45am leave 3pm Class 3 – Y3/4 at 9.00am leave 3.15pm Class 4 – Y5/6 at 8.45am leave 3.00pm -Staggered start times to be considered where sufficient entrance doors are not available to deal with the number of pupils or vulnerable pupils accessing the school. Start times communicated to parents via school communication links and updates provided where need identified. -Parents/Carers advised to leave the school site immediately once their child has entered the grounds. -School entrances and site secured at the start / end of the school day. -Staff, Pupils, Parents/Carers will be informed to only bring essential items needed for that day. 	M	Staff/Head teacher-On Going

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		classroom. -Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it. -Pupils are supervised to wash their hands at the start of the school day. Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. -Staff to wash their hands with pupils at the start of the school day. -Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room (Classroom in hall) and next of kin/parents contacted.	Staff to utilise the information available from eBug website		
Maintaining infection control /hygiene standards within the school building	H	<ul style="list-style-type: none"> - Guidance followed for the cleaning of non health care settings. -Spillage policy in place. - Pupils parents/carers advised to ensure that pupils aim to wear clean clothing each day that they attend school. -Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff. -Where need identified alcohol gel be made available to staff and pupils. -Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided -Handwashing posters located in pupil and staff toilet areas and in the classroom areas. - Pupils and staff follow the 'Catch it, Bin it, Kill 	<ul style="list-style-type: none"> - Where possible a member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. -Cleaning checklist to be put in place for the school. -Staff to utilise the information available from eBug website -Staff to take responsibility for their own personal hygiene through out the school day. -Tissues to be made available in each classroom. Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. -Consideration be given to using hand towels and not hand dryers to ensure that hands are dried thoroughly. -Waste bins to be emptied throughout the 	M	Staff-On-going

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		<p>it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <ul style="list-style-type: none"> - Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. -Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified. - Pupils and Staff ensure that they thoroughly dry their hands. -Infection Control Risk assessment in place to manage other biological hazards within the school community. -Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. -Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. - Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis. -Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. - Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. -Cleaning regime in place at the end of the school day. -Staff and pupils wash their hands at the end 	<p>school day and placed in the external bin store.</p> <ul style="list-style-type: none"> -The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. -Where need identified pupils to eat their lunches in their classrooms. -Classroom surfaces to be cleaned if classroom used as a dining area. -All bins emptied at the end of each school day and placed in the external bin store. -Parents advised to ensure that pupils wash their hands when they return to the home environment. -Cleaning regime checklist to be implemented to include; toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, stationery items and the staff areas. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. 		

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		<p>of the school day.</p> <ul style="list-style-type: none"> -Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. -Deep Clean to take place every Friday evening during Autumn term 2020 – no after school clubs because of this. 			Head teacher-Immediate
Staff/Pupils showing possible symptoms of the coronavirus	H	<ul style="list-style-type: none"> -Staff are aware of the symptoms of the Corona virus. - Pupils /Staff health needs are monitored by and concerns appropriately actioned. -A Room has been set aside to isolate Staff/Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. -The room has two washable chairs located in it. -Parents/Carers regularly informed via the school's communication links to monitor their child's /family members health. - Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. -A face mask should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. - If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. -Parents/Carers and Staff members next of kin contacted. -If need identified the emergency services are to be contacted. -Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. 	<ul style="list-style-type: none"> -Ensure that the school holds a stock of disposable gloves/aprons and face masks. Contact your usually PPE supplier any concerns are to be raised with the Health and Safety Team. -Staff /Pupil remain in the isolation room until they can be collected. -Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community. -Isolation room to be deep cleaned once the staff/pupil has left the area. -Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area. -Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. - Pupils and Staff displaying symptoms will not be permitted into school until 7 day isolation completed. -Where Staff/Pupils test positive PHE are to be contacted for advice and support. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns 	<p>M</p> <p>M</p>	<p>Head teacher on going</p> <p>Head teacher -Immediate</p> <p>Head teacher -Immediate</p> <p>Head teacher-Immediate</p> <p>Staff-Immediate</p> <p>Head teacher-Immediate.</p>

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					Head teacher-Immediate
Maintaining infection control in the Classrooms/Hall areas	H	<ul style="list-style-type: none"> -Pupils placed in class sizes of 30 or less and allocated a classroom base with the same teacher/TA each day of the week.. -Windows and doors are opened to allow natural ventilation during the school day. -Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. -Rota in place for lunchtime and break time periods to keep class 'bubbles' apart.. -Timetable to be reviewed to reduce the need for pupils to move about the building. -Outdoor activities to be carried out on a rota basis to ensure social distancing. -Where possible teaching activities to be carried out in the outdoor areas of the school. -Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. -Where classrooms/halls are unoccupied doors are to be closed. -Nursery/Reception indoor/outdoor areas set out each day to provide adequate space for staff and pupils. -Robust cleaning regime in place in the Nursery/Reception area. -Waste bins located in classroom/hall areas 	<ul style="list-style-type: none"> -Where possible pupils to be issued with a stationery pack and exercise book that is specific to them. - The Governing body of the school are to be informed of Staff members and Parent/Carers concerns if any are raised. 	M	Staff-On Going
Moving about the building/school site	M	<ul style="list-style-type: none"> -Clear direction given to parents via the school's communication links for the start and end of the school day this was initially done well in advance on 13/07/20.. -Rota in place for break times and the 	<ul style="list-style-type: none"> -Movement about the building monitored throughout the school day. -Rota's changed where need identified. -Cleaning regime in place for lunchtimes 	L	Head teacher-On Going

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		<p>lunchtime periods to reduce the flow of pupils in school areas.</p> <p>Pupils will eat their lunch in their classrooms.</p> <ul style="list-style-type: none"> -Rota in place to access the outdoor play areas at the school. -Alternative external routes to be adopted to access outdoor play areas etc. -Social distancing measures between classes to be adhered to where possible. -Posters in place reminding pupils to maintain an appropriate distance. -Pupils are supervised when moving about the building. 			
Transport on and off the school site.	M	<ul style="list-style-type: none"> -Pupils will be met by staff members at the usual drop off/pick up points on the school site. 	<ul style="list-style-type: none"> -Pupils and Parents/Carers will be made aware of the instructions to follow via the school's communication links. -Where possible Parents/Carers to transport pupils to the school site.(only 1 adult per family). 	L	Head teacher/ Parents/ Carers-On going
Outdoor Play Areas/Equipment	M	<ul style="list-style-type: none"> -Each class groups allocated outdoor portable play equipment which is to be stored in their individual classrooms after use. -Rota in place for access to fixed outdoor play equipment, which includes allocation of time to wipe down the equipment. -Fixed play equipment to be wiped down with anti-bacterial spray after each group's use. -Portable equipment wiped down after each use. -Cleaning regime in place for outdoor play equipment-Portable and fixed at the end of the school day. 	<ul style="list-style-type: none"> -Where a cleaning regime can't be carried out during the school day. Trim Trail will be initially out of use at the beginning of the Autumn term 2020. -Outdoor play equipment to be included in the deep clean to take place in the Summer Break 		Head teacher- Aug 2020

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Welfare facilities	M	<ul style="list-style-type: none"> -Staff supervise pupils when washing their hands in the toilet areas. -Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). -Lunch time and breaktime rota in place for staff accessing the staff room area. -Windows are opened in the staff room when it is occupied by staff members. -Position of furniture within staff room areas reviewed to ensure appropriate distancing. 			
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> - Wearing a face covering or face mask in schools is not recommended. -Tasks have been identified within the school that would require staff wearing PPE; First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. -Staff follow good hand washing practice. 	<ul style="list-style-type: none"> -The school holds a supply of PPE- disposable gloves, aprons and face masks on the school site. 		
First Aid Provision and support with medication	M	<ul style="list-style-type: none"> -Staff are first aid trained. -Where paediatric pupils are present, trained paediatric staff are present in the building. -Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use -Staff to wash their hands prior to administering first aid -Staff to wear disposable gloves when providing first aid support. -Staff to wash their hands after providing first aid support. 	<ul style="list-style-type: none"> -Gloves and first aid items used to be double bagged and placed in the waste bin. -Waste bins emptied throughout the school day. -Ensure that a stock of disposable gloves are available for staff use. 	L	Staff-On going

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		<ul style="list-style-type: none"> -Medication policy in place. - Staff to wash their hands prior to support with medication and after support. 			
Emergency Situations	H	<ul style="list-style-type: none"> -There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. -In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. -Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. -Staff and pupils are to maintain social distancing where possible when evacuating the building but exiting the building safely must take priority. Staff and pupils are to maintain social distancing when registers are being taken at the assembly point. – yellow spot system has been in place – two fire drill to place during WB 1/6/20 We will have a fire drill in the first full week back in September 2020 (WB Mon7th Sept). -Staff and Pupils re entering the building is to be staggered. -Staff and pupils are to wash their hands when they re -enter the building. 	<ul style="list-style-type: none"> -The Caretaker/Premise manager is to check the fire alarm control panel at the start of each school day to ensure that the fire alarm system is operating correctly. -Any faults are to be reported immediately to the Contractor who tests and inspects your schools fire alarm system. -The Caretaker/Premises manager is to undertake their usual weekly checks of the fire alarm system. 	L	
End of the school day	M	<ul style="list-style-type: none"> -Pupils/Staff will wash their hands before they leave the school site. -Water bottles and lunch bottles taken home from school each day -Only one Parent/Carer permitted to collect their child from the school site. -Parents/Carers to ensure that they follow social distancing. 	<ul style="list-style-type: none"> -Parents/Carers to keep the school up to date who will be collecting their child from school. -Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. -Parents/Carers advised that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray 	L	Parents/ Carers-On Going

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		<ul style="list-style-type: none"> -Parents/Carers directed to leave the school vicinity immediately once they have collected their child. -Staff control the flow of pupils leaving the school building to encourage social distancing, and the maintaining of 'bubbles.' -Gates and entrance doors are included in the cleaning regime at the school. 	when they arrive home.		
Staff who are pregnant.	H	-Staff members who have informed the Head teacher that they are pregnant are not currently in school.	<ul style="list-style-type: none"> -Staff members to inform the Head teacher at the earliest convenience if they are pregnant. -Pregnant employees are at a greater risk from the Corona virus. -Pregnant staff to refrain from work. -Pregnant staff are to follow the guidance on social distancing. 	H	Staff/ Head teacher-On going
Office areas	H	<ul style="list-style-type: none"> -The maximum occupancy of the office areas have been calculated to ensure social distancing. -Where possible desks have been placed side by side -A perspex screen is in place on the school secretary's desk to reduce risk of infection. -The doors of Offices in use can be wedged open when occupied. -Where available, windows are opened whilst the office area is in use. -Staff leave their desks as clear as possible so that it can be easily cleaned. -Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. -Staff undertake other activities that allow them to leave the office area over the course of the school day. -Mobile partitions used where possible to 	-Where waste bins do not have lids place an object over the waste bin to act as a lid.	L	Caretaker/ Premise Manager-On Going.

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		separate large office areas.			
Visitors to the school	H	<ul style="list-style-type: none"> -Where possible visitors to the school site be limited. -Where possible appointments to be made outside of school hours. -All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. -Visitors are always supervised whilst on the school site. social distancing and sanitising measures maintained. 		M	
Deliveries to the school	M	<ul style="list-style-type: none"> -Only essential items are to be ordered by the school. -Identified staff take responsibility for deliveries made to the school. -Staff members wash their hands before and after decanting orders and storing them away. -Kitchen deliveries are made directly to the kitchen area. -On decanting products, products are to be wiped down and stored away. -Packaging to be placed in the external bin store. 		L	
Staff Wellbeing	M	<ul style="list-style-type: none"> -Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). link. -Staff receives sufficient breaks during the school day. -Staff encouraged to leave the school site 	<ul style="list-style-type: none"> -Staff to discuss concerns with the SLT -Where need identified staff are to be referred to DCC Occupational - occhealth@durham.gov.uk -Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. 	L	Staff-On-going

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		shortly after the end of the school day. Cleaning commences at 4pm each day.			
Deep Clean	M	- A deep clean of all areas of the school to be carried out during the Summer break. Additional cleaner being temporarily employed. -The deep clean is to include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas, fences.		L	School caretaker / cleaner

Date of assessment review	Signatures
22/5/20	M. Stephenson HT
First review Friday 5 th June 2020	M.Stephenson HT
15 th July 2020	M Stephenson HT

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