



## Flixton Primary School Risk Assessment

<b>A</b>	<b>Date:</b> From 1/9/2020	<b>School:</b> Flixton Primary School	<b>Team:</b> Head/Deputy/Site Manager	<b>Location:</b> Flixton Primary School
	<b>Review Date:</b> Monday 14 <sup>th</sup> September and fortnightly thereafter	<b>Ref:</b> COVID-19FO	<b>Assessor:</b> Headteacher	<b>Head Teacher:</b> Mr J Redmond

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of Covid-19 during pandemic, including all school activities, when fully open for all pupils.
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>
Ser N° 1	Covid-19 virus: General	Staff  Pupils  Visitors  Contractors	<p>The school will ensure it follows the Government’s system of controls. These are based around both prevention and response: Prevention measures are:</p> <ol style="list-style-type: none"> <li>1. avoiding contact with anyone with symptoms;</li> <li>2. more frequent thorough hand cleaning;</li> <li>3. good respiratory hygiene practices (‘Catch It, Kill It, Bin It’);</li> <li>4. regular enhanced cleaning, including frequently touched surfaces;</li> <li>5. minimising contact and mixing, and maintain social distancing where possible;</li> <li>6. where necessary, wear appropriate personal protective equipment (PPE).</li> </ol>

Guidance states that schools must, at all times, follow the first four preventative measures, and consider the fifth, putting in place measures that can support it if possible. Number 6 applies only in very specific circumstances.

Response measures are;

1. engage with the NHS Test and Trace process;
2. manage confirmed cases of Covid-19 amongst the school community;
3. contain any outbreak by following local health protection team advice.

All staff are competent and instructed in and follow the procedures in place for the protection against infection from the virus.

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

Trafford's PPE Guidance is followed where appropriate – ie. in situations where staff cannot maintain a two metre distance with a child displaying symptoms of Covid-19 awaiting pick up from school.

Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance. Regular reminders will be sent to parents and the wider school community that children with symptoms must not attend.

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- Vulnerable member of staff and/or pupil who has received a Government shielded letter.
- Staff who have an extremely vulnerable household member.
- Staff who live with a vulnerable person

Formal process in place for Headteacher or Line Manager to contact the person if required, as detailed within applicable risk assessment above.

Headteacher to regularly update and inform staff re: Government guidance regarding Covid-19 controls required:

- Gov.uk <https://www.gov.uk/>
- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school>

			<ul style="list-style-type: none"> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools Covid-19</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</li> <li>• Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (Covid-19)</li> <li>• Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols at least weekly, until such time when it is deemed unnecessary. Staff are an integral part of ensuring the procedures in place are practical and effective, and are, as with all Health and Safety issues, responsible for reporting any issues with procedure and policy as soon as practicable.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>• Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>• Disposable half face mask</li> <li>• Disposable gloves</li> <li>• Disposable aprons</li> <li>• Where personal care is to be provided eye protection/surgical face mask</li> </ul> <p>PPE is stored in the main offices of each Department, in a clearly labelled and accessible box. All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance. We are aiming for hands to be thoroughly washed on at least 6 occasions during the school day.</p>
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			<p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. As with staff, we are aiming for hands to be thoroughly washed on at least 6 occasions during the school day.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Parents and wider school community kept informed via email bulletins, website, etc. regarding changes to procedures, such as start/finish times, entrances/exits and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email and regular online meetings.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected Covid-19 contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All confirmed Covid-19 cases referred to Public Health England, as per Government guidance, for advice and support.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>HSE RIDDOR reporting of COVID-19</li> </ul>																																										
2	Covid-19 virus: General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Year groups will enter and exit buildings through different entrances, with staggered times, to limit the numbers travelling through areas as much as possible.</p> <table border="1" data-bbox="882 986 2123 1369"> <thead> <tr> <th></th> <th>N</th> <th>RC</th> <th>RO</th> <th>1B</th> <th>1Y</th> <th>2JW</th> <th>2L</th> <th>3H</th> <th>3W</th> <th>4L</th> <th>4B</th> <th>5FK</th> <th>5B</th> </tr> </thead> <tbody> <tr> <td><b>Start/Finish</b></td> <td>8.40 – 11.40 12.20 – 3.20</td> <td colspan="2">8.45 – 3.05</td> <td colspan="2">8.55 – 3.15</td> <td colspan="2">9.05 – 3.25</td> <td colspan="2">8.50 – 3.20</td> <td colspan="2">9.00 – 3.30</td> <td colspan="2">8.50 – 3.20</td> </tr> <tr> <td><b>Entrances</b></td> <td>Nursery</td> <td>Front middle doors (younger)</td> <td>Back class doors</td> <td>Back class doors</td> <td>Front middle doors (older)</td> <td>Back class doors</td> <td>Front middle doors (older)</td> <td colspan="2">Lower end cloakroom door (through the staff car park via Delamere Road)</td> <td colspan="2">Lower end cloakroom door (through the staff car park via Delamere Road)</td> <td colspan="2">Upper end cloakroom door (via the ginnel)</td> </tr> </tbody> </table> <p>Parents are, and will be, repeatedly encouraged to arrive and depart promptly at the start and end of the school day, to minimise waiting times and reduce congestion and crowding.</p> <p>School first aid risk assessment reviewed, as required</p>		N	RC	RO	1B	1Y	2JW	2L	3H	3W	4L	4B	5FK	5B	<b>Start/Finish</b>	8.40 – 11.40 12.20 – 3.20	8.45 – 3.05		8.55 – 3.15		9.05 – 3.25		8.50 – 3.20		9.00 – 3.30		8.50 – 3.20		<b>Entrances</b>	Nursery	Front middle doors (younger)	Back class doors	Back class doors	Front middle doors (older)	Back class doors	Front middle doors (older)	Lower end cloakroom door (through the staff car park via Delamere Road)		Lower end cloakroom door (through the staff car park via Delamere Road)		Upper end cloakroom door (via the ginnel)	
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			<p>Departmental main entrances will be ‘airlocked’, with no access for adults into the main buildings. Office staff will keep reception glass windows closed and conduct business at a distance. Parents wishing to speak to teachers will inform the office, and teachers will contact parents as soon as they are able to for telephone meetings.</p> <p>Contractors who need access to the buildings to carry out works (such as fire detection testing) will be briefed on school procedures before entering, and will wear facemasks and wash hands thoroughly on entry and exit.</p> <p>Hand sanitiser is less effective in controlling the spread of viruses than soap and water, and where possible children and adults will be encouraged to use soap and water and wash hands thoroughly for 20 seconds. There will be access to hand sanitiser for situations where handwashing is not practical, such as on the playground.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance. Signage to be placed in and around the building.</p> <p>Travelling around the school building to be kept to minimum, and bubbles to be kept apart as much as possible using different exit/entrance points, and timetabling of shared areas. The libraries and computer suite will only be used by one year group each day, and will be thoroughly cleaned before the following day.</p> <p>Staff verbally reinforce controls in corridors, and around the building where necessary.</p> <p>If classes or bubbles need to pass in the corridor, they will keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Additional facilities will be provided in alternative rooms, where possible, if required.</p>
3	Covid-19 virus: School reception and offices	Staff	Staff are instructed to send information electronically (whilst ensuring compliance with data protection policies) to avoid the use of internal mail services.

			<p>The main Departmental offices are suitable for only two adults at a time, to ensure social distancing between adults is maintained.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards is suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating will be removed. There should be one adult/family in the main Departmental entrance at any time.</p> <p>Departmental main entrances will be 'airlocked', with no access for adults into the main buildings. Office staff will keep reception glass windows closed and conduct business at a distance. Within the offices, screens will be provided to separate working areas, and where possible during the school day, office staff will work in alternative locations across the Departments, to enable social distancing to be maintained. For example, tasks may be able to be completed in the Deputies offices when they are not in use.</p> <p>Office windows and doors will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift using cleaning materials provided.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use with provided cleaning material. Appropriate signage is installed to advise users accordingly and cleaning materials are readily accessible.</p>
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p>

			<p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>
5	Covid-19 virus: Classrooms	Staff Pupils	<p>At Flixton Primary School, government guidance on the creation of 'bubbles' to minimise mixing between groups will be implemented. For logistical purposes, bubbles will year groups (ie. Two classes), although within the bubbles, any mixing of classes will be kept to the minimum required for logistical reasons.</p> <ul style="list-style-type: none"> <li>• Year group 'bubbles' should not mix with other year groups during the school day.</li> <li>• Wherever possible, staff teaching and supervising a class should maintain as much distance as is practical from pupils and, most importantly, from other staff. Staff are allowed to move across bubbles, but must ensure the basic prevention measures of hand and respiratory hygiene are strictly maintained at all times.</li> </ul> <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side rather than opposite or facing each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p>

			<p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured where possible to minimise close, face to face contact. Where possible, appropriate classes will be held outdoors.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>																															
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dinner centres to be laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunchtimes will be staggered to ensure 'bubbles' do not mix. Year groups to be separated on the playgrounds.</p> <table border="1"> <thead> <tr> <th></th> <th>N</th> <th>RC</th> <th>RO</th> <th>1B</th> <th>1Y</th> <th>2JW</th> <th>2L</th> <th>3H</th> <th>3W</th> <th>4L</th> <th>4B</th> <th>5FK</th> <th>5B</th> </tr> </thead> <tbody> <tr> <td><b>Break time</b></td> <td colspan="3">EYFS Outdoor Area</td> <td>10.35 – 11.00 2.10 – 2.30 Lower playground</td> <td>10.35 – 11.00 2.10 – 2.30 Upper playground</td> <td>10.00 – 10.25 2.00 – 2.20 Current Y3/4 playground</td> <td>10.35 – 11.00 2.25 – 2.40 Car Park</td> <td>10.00 – 10.25 2.00 – 2.20 Older end playground</td> </tr> <tr> <td><b>Lunchtime</b></td> <td>11.40 – 12.20 (In the Nursery)</td> <td>11.45 – 12.45 (1<sup>st</sup> setting at 11.45)</td> <td>12.15 – 1.15 (2<sup>nd</sup> sitting at 12.15)</td> <td>12.15 - 1.15 (3<sup>rd</sup> sitting at 12.45)</td> <td>11.45 – 12.45 1<sup>st</sup> sitting at 11.45</td> <td>12.15 – 1.15 3<sup>rd</sup> sitting at 12.45</td> <td>11.45 – 12.45 2<sup>nd</sup> sitting at 12.15</td> </tr> </tbody> </table> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Midday supervisors, cleaners and serving staff to maintain social distancing wherever possible.</p>		N	RC	RO	1B	1Y	2JW	2L	3H	3W	4L	4B	5FK	5B	<b>Break time</b>	EYFS Outdoor Area			10.35 – 11.00 2.10 – 2.30 Lower playground	10.35 – 11.00 2.10 – 2.30 Upper playground	10.00 – 10.25 2.00 – 2.20 Current Y3/4 playground	10.35 – 11.00 2.25 – 2.40 Car Park	10.00 – 10.25 2.00 – 2.20 Older end playground	<b>Lunchtime</b>	11.40 – 12.20 (In the Nursery)	11.45 – 12.45 (1 <sup>st</sup> setting at 11.45)	12.15 – 1.15 (2 <sup>nd</sup> sitting at 12.15)	12.15 - 1.15 (3 <sup>rd</sup> sitting at 12.45)	11.45 – 12.45 1 <sup>st</sup> sitting at 11.45	12.15 – 1.15 3 <sup>rd</sup> sitting at 12.45	11.45 – 12.45 2 <sup>nd</sup> sitting at 12.15
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7	Covid-19 virus: School day	Staff	<p>School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day.</p>																															



		<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Parents are requested to drop their children off alone and promptly eg., not both parents attending at once. Children arriving at school on time will be able to enter the building at the correct entrance immediately on arrival.</p> <p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents requested not to gather on the school playground and to maintain social distancing at all times, arriving and departing promptly.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods. Shared areas, such as the libraries and computer suite, will be timetabled, and the timetable must be adhered to.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as corridors and toilets.</p> <p>Where possible the numbers of pupils using toilets will be managed.</p>
8	Covid-19 virus: Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> <li>• Aim to maintain 2m social distancing between adults at all times, where practicable.</li> <li>• Limit number of surfaces touched, where possible.</li> <li>• Keep hands away from face as much as possible.</li> <li>• Regularly perform appropriate hand washing.</li> <li>• Ensure room capacities (such as staffrooms and offices) are adhered to.</li> </ul> <p>Lessons and activities planned to make best use of school resources whilst maintaining the integrity of the bubble system.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable. Each bubble has its own base, timetable, staffing and designated play areas.</p>
9	Covid-19 virus: Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p>

			<p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the end of each school day, in line with Trafford's enhanced cleaning guidance.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> <li>• Printers/photocopying machines</li> <li>• Door entry keypads</li> <li>• Door, fridge and cabinet handles</li> <li>• Light switches</li> <li>• Kitchen surfaces</li> </ul> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>
10	Covid-19 virus: Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. Each Department will have a designated isolation area, where pupils can wait safely, away from others.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> <li>• If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>• If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal.</li> </ul>

			<p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary, a 'bubble' will be sent home and advised to isolate in line with guidance.</p>
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<b>D</b>	<b>Risk assessment completed by: J Redmond</b>
	<b>Signature:</b> 
	<b>Date: 25/8/2020</b>

