

<b>Area/Activity Assessed</b>	Primary School Phase 3 Reopening – COVID-19	<b>Date</b>	17/07/2020
<b>Assessment Completed By</b>	Ysgol Gwenffrwd / Compliance Education	<b>Person(s) Consulted</b>	SLT Staff & Governing Body

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input checked="" type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> <li>The building will be deep cleaned before reopening.</li> <li>All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. Staff have had training.</li> <li>The Schools reopening plan has been created in line with current Government, Public Health Wales, DfE guidelines.</li> </ul> <p><b>As part of the Governments guidelines</b></p> <ul style="list-style-type: none"> <li>All staff and students will have access to coronavirus tests via the NHS website.</li> <li>School will adopt an initial phased return which will see all staff return from 1<sup>st</sup> September 2020. Students will have a phased return from the 3<sup>rd</sup> of September.</li> <li>Strict guidelines have been produced and will be implemented by the school as far as reasonably practicable. (<i>The school reopening plan</i>)</li> </ul>	4	2	8	A plan is to be created for the building
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> <li>Current UK Government Travel guidelines will be followed.</li> <li>Where necessary Head Teacher will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (<i>Self-isolate for 14 days at a declared UK address</i>).</li> </ul>	4	1	4	This is for people who have travelled to countries not part of the travel corridor

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3	Staff and Students who have received medical advice regarding social distancing, shielding due to underlying health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> <li>Staff and Students who have been instructed to shield/High Risk category can return to work if stringent social distancing measures are in place for that individual.</li> <li>Staff and Students will follow the advice given to them by their General Practitioner.</li> <li>Staff and Parents have a responsibility to keep their manager/ head teacher / SLT informed of any changes to their condition or the advice given to them by their General Practitioner.</li> <li>The School will review each individual case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>Temporary adjustments when necessary will be put in place.</li> </ul>	4	2	8	Vulnerable person RA forms available
4	Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days  Or a member of their household is suspected or confirmed with having Coronavirus	4	2	8	<ul style="list-style-type: none"> <li>Staff and Students are instructed <b>NOT</b> to attend school if they or a member of their household are displaying Coronavirus symptoms.</li> <li>Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 7 to 14 days.</li> <li>Upon instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</li> <li>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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5	Staff and Students displaying symptoms.	4	3	12	<p><b>Whilst on site.</b></p> <ul style="list-style-type: none"> <li>The School will be notified immediately.</li> <li>Staff and Students displaying symptoms of Coronavirus will be sent home and asked to follow TTP system. <a href="https://gov.wales/test-trace-protect-html">https://gov.wales/test-trace-protect-html</a></li> <li>All remaining Staff and Students will be kept informed of the persons condition and asked to monitor their own health.</li> <li>A suspected coronavirus letter will be sent home with each student and parents/cares are asked to monitor the health of their child. (Through School Gateway)</li> <li>Where necessary the infected person will be moved to a designated isolation room (Calm Room) whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</li> <li>Suitable PPE is available for First Aiders or staff providing care where a distance of social distancing cannot be maintained.</li> <li>Staff and Students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>Up on instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</li> <li>All Staff and Students have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"> <li>The Head Teacher / SLT will notify Local Health Protection Team, Compliance Education. LA and School Governors</li> <li>Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person</li> <li>The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.</li> <li>Where possible classrooms are secured and left for 72 hours before a <b>DEEP CLEAN</b> is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff</li> </ul>	4	2	8	<p>School to look at ways in which they can support students/parents if they fall ill.</p> <p>Especially students/parents where English is there 2<sup>nd</sup> language.</p>

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6	Unable to social distance on public transport	4	3	12	<p><b>Dedicated school transport</b></p> <ul style="list-style-type: none"> <li>Please see FCC transport RA / Ysgol Gwenffrwd Governing Body requested this 17/07/20</li> </ul> <p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>Staff and Students are advised to practice social distancing to current government guidelines.</li> <li>All Staff and Students will wear a face covering</li> <li>The school will endeavour to encourage staff and students to walk or cycle to school or will look at staggering start and finish times to ease the congestion on public transport</li> </ul> <p><b>Car Sharing or Parents picking students up</b></p> <ul style="list-style-type: none"> <li>All Staff and Students will wear a face covering if they are traveling with person from another household.</li> <li>Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.</li> </ul> <p><b>Cycling</b></p> <ul style="list-style-type: none"> <li>No pupils cycle to Ysgol Gwenffrwd School</li> </ul> <p><b>Training for removing face coverings</b></p> <ul style="list-style-type: none"> <li>The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely. <b>See reopening plan for disposal / removal of face coverings when arriving at the school.</b></li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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7	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> <li>The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available.</li> <li>The school will ensure staff requalification dates have not lapsed.</li> <li>The school will ensure all First Aiders receive refresher training to ensure they are:                             <ul style="list-style-type: none"> <li>Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.</li> <li>Aware of the importance to keep themselves safe (wear PPE, hand washing, CPR safety) etc.</li> <li>Aware of the importance to keep up to date with relevant First Aid Advice</li> <li>Aware of their own capabilities</li> </ul> </li> </ul> <p>For advice on CPR during COVID-19 please follow the link below  <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></p> <p><b>RIDDOR</b></p> <ul style="list-style-type: none"> <li>The school will work closely with the Local Health Protection Team and follow there advise</li> <li>The school will contact Compliance Education and LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</li> </ul>	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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8	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> <li>• Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>• All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>• The COVID-19 fire procedure is explained to all staff members before the school reopens to students.</li> <li>• Regular fire evacuation drills are practiced termly as a minimum. Due to COVID 19 social distancing rules- Ysgol Gwenffrwd has designated corners of Main Yard for Cylchoedd Dysgu/ Contact Groups- so that they are separated once at Designated Safe Area</li> <li>• All staff members receive fire awareness training at regular intervals.</li> <li>• Smoking prohibited in the building in line with current legislation.</li> </ul>	5	1	5	

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9	Persons not following Social Distancing rules (mixing with other POD's)	4	3	12	<ul style="list-style-type: none"> <li>Staff and students repeatedly disobeying the rules will be placed on a behavioural plan. <a href="https://gov.wales/school-behaviour-and-discipline">https://gov.wales/school-behaviour-and-discipline</a></li> <li>The School will do everything possible to minimise contacts and mixing of Cylchoedd Dysgu/ Contact Groups.</li> <li>All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible.</li> </ul> <p><b>This includes etc:</b></p> <ul style="list-style-type: none"> <li>Following all temporary alterations i.e. changing of the original Girls / boys toilet blocks to the current mixed toilet blocks one set designated for Year 1 / 2 and 3/ 4 pupils (timetabled at separate times) and the other block designated for Year 5 / 6 pupils. (The Cylch Meithrin, who hire a room for their activities will not be using these toilets from Sep 2020 onwards, but will use a single toilet located off a changing room to the school's routine and procedures that have been implemented by the Head Teacher and SLT to protect both the staff and students.</li> <li>Staff and Students are required to wash their hands for 20 seconds regularly throughout the day. Sinks have been opened up in classrooms to accommodate this. A Hand sanitiser unit is placed in the school's main foyer.</li> <li>Staff and Students are instructed to wash their hands before and after using equipment and eating, on arrival and when leaving their Cylchoedd Dysgu Learning Areas..</li> <li>Staff and Students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it'</li> <li>Cleaning routines have been enhanced. With Toilet Cleaning during the day. A private company is used to support Deep Cleaning opportunities.</li> <li>The school timetable has been adjusted to factor in the need to stagger access/, breaks, lunch etc in order to reduce movement around the building and ensure time for good handwashing in toilet areas etc.</li> <li>Where possible staff and students will refrain from having close face to face contact with another person.</li> <li>Staff are instructed to socially distance at all times from students and other members of staff.</li> </ul>	4	1	4	Instruction leaflets and posters should be created.

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					<p>Each Cylch Fysgu (Contact Group) at Gwenffrwd are responsible for creating, managing and implementing their own social distancing/minimal contact plan GL; EMJ&amp;EP; BE&amp;RhW; DO.</p> <p>All plans have been approved by Head Teacher/ SLT and Governing Body.</p> <p>The school will stagger start and finish times where possible. We will avoid pupils moving from one Cylch Dysgu Learning Area to another and ensure where possible pupils do not need to move through another Learning Area to get to the toilet. Movement along corridors at Gwenffrwd will therefore be as limited as possible. Staff will wipe down table tops and handrails during the day and especially at lunchtimes (planned for in classes at present).</p> <p>** Once lunch is offered in Gwenffrwd's Dining Room- the best social distancing measures will be followed by limiting group numbers in s ditting ang ONLY pupils from the same Cylch Dysgu (Contact Group) in at the same time. Staff will where possible maintain social distancing with other staff and pupils.</p> <p>Where possible pupils will access their Cylch Dysgu/Learning Areas directly.</p> <p>Pupils will remain in their Cylch Dysgu/ Learning Areas during wet play-times.</p> <p><b>Site Manager/Caretaker and Cleaners/Cleaning Contractors</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all Cleaning staff have regular COVID 19 Risk Assessment rules &amp; regulations updates from Headteacher/SLT</li> <li>▪ Ensure all predetermined routes are clearly sign posted/marked.</li> <li>▪ Protective screen for school office</li> <li>▪ All unnecessary furniture is removed and stored safely.</li> <li>▪ All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.</li> </ul>				



No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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11	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> <li>The school has assessed the need to resume CLWB GWENFFRWD before&amp; after-school Child Care provision from Sept 14<sup>th</sup>- and have placed booking forms on Google Classrooms &amp; SeeSaw</li> <li>Students where possible will be placed in bands of 2 year groups matching the CYLCHOEDD DYSGU which are their Contact Groups.</li> <li>Physical sports and activity groups will follow the same regulations as curriculum PE. <a href="https://wsa.wales/our-services/sports-advocacy-and-policy/covid-19-support/">https://wsa.wales/our-services/sports-advocacy-and-policy/covid-19-support/</a> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></li> </ul>	4	1	4	
12	Arranging and/or attending inappropriate Education Visits	4	3	12	<ul style="list-style-type: none"> <li>No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</li> <li>The school Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits but NO visits for Gwenffrwd pupils for the foreseeable future.</li> <li>All none-overnight educational visits will be arranged with both educational value and coronavirus in mind.</li> <li>All Educational Visits will be checked and approved by the Head Teacher /SLT &amp; GB prior to the trip taking place.</li> <li>Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer.</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
13	Unable to stop the virus from spreading <b>Personal Hygiene</b>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>Always wash hands after using the toilet, before eating or handling food, and after handling animals.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>PPE for cleaners as per MSDS and/or COSHH risk assessments</li> <li>PPE for cleaners when completing a Deep Clean</li> <li>The correct PPE should be used when handling cleaning chemicals.</li> <li>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</li> <li>PPE is worn by First Aiders when required</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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14	Unable to stop the virus from spreading <b>General Cleaning</b>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids.</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE</li> </ul> <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>Intimate care provision should follow the same PPE requirements as per pre Covid-19.</li> <li>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</li> <li>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Always segregate domestic and clinical waste, in accordance with local policy.</li> <li>Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</li> <li>All clinical waste must be removed by a registered waste contractor.</li> <li>All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</li> </ul>	4	1	4	

Issue No. 1

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
15	Failure to Deep Clean the school after a member of staff or child is suspected of having	4	3	12	<p><b>Deep Cleaning.</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> <li>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</li> <li>Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing).</li> <li>Once used all PPE is disposed of</li> <li>Hands are washed before and after cleaning for at least 20 seconds.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</li> </ul> <p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:                             <ul style="list-style-type: none"> <li>Objects which are visibly contaminated with body fluids</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ul> </li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:                             <ul style="list-style-type: none"> <li>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> </ul> </li> <li>If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against</li> </ul>	4	1	4	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
		<p>September 2020 –</p> <p>1. After initial start of day and end of day staggered start times / slight amendments made for the staggered end of day times i.e Dosbarth derbyn by the bottom gate by 2:55pm daily, Cylch Dysgu Dan 7 oed / Under 7s POD 3pm, Cylch Dysgu Blwyddyn 3 a 4 ( POD) 3:05pm; Cylch Dysgu 5 a 6 (POD) 3:10pm. ** As we had our new Nursery class in every day from 28<sup>th</sup> September onwards – we have dedicated the walking pathway, directly leading down towards the main entrance on the school, to the Nursery class parents with their buggies and toddlers, so as to avoid congestion with other school parents.</p> <p>2. Timing of Cylch dysgu / PODS on internal corridors: the timings set out stay the same for Cylch Dysgu BI 1 a 2. However, due to NEWYDD kitchen staff (different staff sent in without support from NEWYDD during September 2020) not able to get NEWYDD menu ready on time i.e by 11:45 – this has resulted in us having to swap the timings of Cylch Dysgu BI 3 a 4 with Cylch Dysgu BI 5 a 6. This means, that if the Cylch Dysgu BI 1a2 are leaving their learning area late (due to NEWydd problems), then they will not clash with Cylch Dysgu BI 3 a 4 as these two pods have to use the same stairwell / side of School. By swapping CD 3 a 4 with CD BI 5 a 6 this has resolved the problem as CD BI 5 a 6 use a different stairwell and corridor areas.</p> <p>3. Hand washing: Review October 20<sup>th</sup> – initially all pupils were “double washing” on every entrance to school and class and every exit from class and school. On review all agreed that this was excessive. Pupils will now double hand wash on entry to school in the morning, double hand wash before and after eating. Between times it will be one hand wash. Ensuring also a handwash at the time of departure from school.</p> <p>4. November 17<sup>th</sup> 2020 – reviewed all aspects of RA – with special consideration given to WG latest update October 2020 on Ventilation, opening blinds, cleaning procedures, specific guidance for admin staff – all off which are already included in Ysgol Gwenffrwd’s Risk Assessment, and all staff are adhering to. All staff are aware of the latest update. This information sent to FCC November 20<sup>th</sup> 2020 SLT: GI, IO, DO, TC Approved by Ysgol Gwenffrwd Governing Body</p>	<p>SLT IO GL DO TC</p>		19/11/20

**Acknowledgement**

The following members of staff have read this risk assessment.  
 Their signatures are confirmation that they have read and understood all of that which is within its contents.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
M.lola Owen		170720			
Dawn Owen		170720			
Gerallt Lyall		170720			
Tina Cook		170720			
Fiona Lambrecht		180720			
Howard Jones		180720			
Sue Roberts		18800720			