5 - Very Likely

The Elms - Covid RA01

Risk Assessment Form

| Assessor's Name: Suzy Brandwood/SLT | Covid19 – School Operating Procedures | Date: 2 nd July 21 |
|-------------------------------------|---------------------------------------|-------------------------------|
| | | |

5 - Catastrophic

| Hazard or Hazardous Activity | Who might be harmed & how | Initial Risk Rating L x C = R | Current Risk Controls | | Residual rating | Additional Risk Controls | New Rating |
|------------------------------------|---------------------------|-------------------------------------|-----------------------|----------------|-----------------|-----------------------------|-----------------|
| | | | 1 – 4 Acceptable | 5 - 9 Adequate | 10 - 16 | Tolerable 17 – 2 | 25 Unacceptable |

| | Hazard or Hazardous Activity | Who might be harmed & how | Ra | ial Ri ting C = | | Current Risk Controls | | esid ting | | Additional Risk Controls | New Rating |
|---|---|---|----|------------------------------|---|--|---|--------------|--------|-----------------------------|---------------|
| | | | | | | 1 – 4 Acceptable 5 - 9 Adequate | | 1 | 0 – 16 | Tolerable 17 – 25 U | nacceptable |
| 1 | Infection through close contact and indirect transmission | Pupils, staff, parents Risk of illness: unnoticeable for some, mild for others, serious for others, and fatal for a small proportion especially if elderly or vulnerable with pre-existing health conditions. Overall 'consequences' judged to be 'major'. | 5 | 4 20 | 0 | Individuals who have or suspect symptoms of Covid19 or someone in their household informed not to enter the school. Sick pupils during day time to be temperature tested as required. No parents allowed on site apart from drop off/ pick up or by arrangement with the school. With suspected symptoms overseas boarding pupil/s to move into 'Nightingale' dormitory with specified staff. Pupils numbers minimised in dining room to allow for social distancing. Staff to wear face masks whilst serving food and to wash hands and sanitize before serving food Full boarders allowed to board as from 8th March 2021. Flexi boarders allowed to board as from 15th March 21. Day pupils allowed to board as from 22nd March More than one year group to board in dormitories if required for pupil welfare. Transport drivers to wear masks and gloves on school runs. Buses to be cleaned by drivers regularly each week with antiseptic cleaner and with 'fogger'. Pupils to remain seated on bus. Front seats to be kept free of pupils. Vulnerable individuals informed not to enter the school. Other precautions – see below. | 3 | | 12 | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | ra | esidi ting | | Additional Risk Controls | New Rating |
|---|---|--|---|------|------------------|--|----|---------------|----|-----------------------------|---------------|
| 2 | Pupils and staff not washing their hands thoroughly | Pupils and staff: risk of transmission | 4 | 4 | 16 | 1—4 Acceptable 5 - 9 Adequate NHS Handwashing guidance shared with staff and pupils listing when hands should be washed (on arrival, before and after eating, after sneezing, coughing, visiting the toilet). Antibacterial soap provided in all toilets and basins. Handwashing posters on display. Hand sanitizer available in all classrooms, dormitories, public areas and toilets. Hand towels/rubbish to be removed several times a day to secure location. Supply of hand towels to be replenished | 3 | 4 | 12 | 5 Tolerable 17 – 25 Ui | nacceptable |
| 3 | Ineffective respiratory | Pupils and staff: risk of | 4 | 4 | 16 | when required. Domestic team to audit levels of stocks weekly of hand towels, hand sanitizer, PPE, and anti bac wipes to avoid stock running low and possible long reorder times. Promote 'catch it, bin it, kill it' approach by instructing pupils and staff and posters. Boxes of tissues available to pupils and staff. | 3 | 4 | 12 | | |
| | hygiene | transmission | | 7 | 10 | Bins emptied several times a day. | 3 | 7 | 12 | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | Ra | tial Risk ating C = R | Current Risk Controls | | esid ting | | Additional Risk Controls | Ne Ra | ew ating |
|---|---|--|----|-----------------------------|--|---|--------------|--------|-----------------------------|----------|-------------|
| | | | • | | 1 – 4 Acceptable 5 - 9 Adequate | , | 1 | 0 – 16 | Tolerable 17 – 25 L | Jnacc | eptable |
| 4 | Infection passed through indirect transmission (via touching contaminated surfaces) | Pupils and staff: risk of transmission | 4 | 4 16 | Touched surfaces cleaned frequently using antibacterial products. All classrooms to be supplied with cleaning materials (antibacterial spray and disposable cloths) All Staff on school site to be Covid tested twice a week with Lateral Flow Tests onsite week of 8th March and at home thereafter. Year 7&8 to be tested 3 times in the first week onsite and twice a week thereafter at home with lateral flow tests. In case of known positive infection of pupil/staff member by lateral flow test, to be followed up PCR test and to remain at home until test result is negative or to isolate for 10 days. Immediate contacts to be sent home until results of PCR obtained. Only need to inform anyone who was in close contact the member of staff within the last 48 hours this is stipulated as follows: "been within one metre for one minute or longer without face-to-face contact or been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)" If Positive PCR result obtained school to be closed and deep cleaned. If cleaning regime to last longer than 48 hours then timetable of online teaching to resume. | 2 | | 8 | Tolerable 17 – 25 L | Jnacc | eptable |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid iting | | Additional Risk Controls | New Rating |
|---|--|--|---|------|------------------|---|---|---------------|--------|-----------------------------|---------------|
| | • | | | | | 1 – 4 Acceptable 5 - 9 Adequate | , | 1 | 0 – 16 | Tolerable 17 – 25 Ur | nacceptable |
| 5 | Contact and mixing of pupils and staff | Pupils and staff: risk of transmission | 4 | 4 | 16 | Creation of whole school bubble. Pupils to move about the school and teachers to remain in classrooms. Classrooms to be assessed for safe distance teaching. Staff to wear masks when moving around school site. | 3 | 4 | 12 | | |
| | Provision of food | Pupils and staff: risk of transmission | 4 | 4 | 16 | Pupils and staff to wash hands before and after eating. Staff to wear masks whilst serving food during meal times. At break times biscuits & fruit to be handed out to pupils by staff and will not be available to have any further snacks/fruit without supervision throughout the day. Pupils to remain at their tables, no movement at meal times. All food to be delivered and served at the tables All hard Surfaces cleaned after eating. | 1 | 4 | 4 | | |
| 6 | Poor Hygiene and cleaning routines | Pupils and staff: risk of transmission | 3 | 4 | 12 | All domestic staff to wear aprons and gloves as required. Domestic team given - and give other staff - clear guidance on products to be used and lists of areas to be cleaned. Special attention to be given to door handles, chairs, desks, light switches, sinks and toilets. Cleaning to be carried out in conjunction with government guidance. | 3 | 4 | 12 | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid ting | | Additional Risk Controls | New Rating | j |
|----|--|--|---|------|------------------|--|---|--------------|--------------------------|-----------------------------|---------------|------|
| 7 | Cleaning materials and waste from possible cases of Covid19 not disposed of properly. | Pupils and staff: risk of transmission | 3 | 4 | 12 | 1 – 4 Acceptable 5 - 9 Adequate Domestic Team to have read and understood the guidance – COVID19 Cleaning in non health care setting and have signed their agreement. | 2 | 4 | 0 – 16 <mark>8</mark> | S Tolerable 17 – 25 Ui | naccepta | able |
| 8 | Personal care of a pupil | Pupils and staff: risk of transmission | 4 | 4 | 16 | Gloves (and mask/apron if child ill) to be worn by staff if assisting with personal care of a pupil. Pupils to be isolated and returned home as soon as possible. | 3 | 4 | 12 | | | |
| 9 | Child is classed as clinically extremely vulnerable due to pre existing medical conditions. | Pupil: serious risk from transmission | 4 | 5 | 20 | School has requested that they are informed (that) if pupils have pre-existing conditions and they are asked to stay at home. Medical records updated with parental response. | 2 | 4 | 8 | | | |
| 10 | Staff member is classed as clinically extremely vulnerable due to pre existing medical conditions. | Staff member: serious risk from transmission | 4 | 5 | 20 | Staff in this position are advised not to attend school but may work remotely from home. Staff to advise Bursar & Headmaster as soon as possible. Staff member encouraged to rigorously follow shielding measures in order to keep themselves safe. | 2 | 5 | 10 | | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid ting | ual | Additional Risk Controls | New Rating |
|----|---|---|---|------|------------------|---|---|--------------|--------|-----------------------------|---------------|
| | • | | | | | 1 – 4 Acceptable 5 - 9 Adequate | | 1 | 0 – 16 | Tolerable 17 – 25 Ui | nacceptable |
| 11 | Pupil lives with someone who is clinically extremely vulnerable | Serious risk for lived-with vulnerable person | 4 | 5 | 20 | If pupil lives with someone who is clinically vulnerable then they need to inform the school and may attend school subject to Government guidance. Pupil only to attend school if stringent social distancing is adhered to and they are able to understand and follow these instructions. If not possible, pupils should be kept at home and taught remotely. | 2 | 5 | 10 | | |
| 12 | Staff member lives with someone who is clinically extremely vulnerable | Serious risk for lived-with vulnerable person | 4 | 5 | 20 | Staff member to inform school. Staff member to work from school premises only provided that stringent social distancing is in place, with positive hygiene measures including respiratory hygiene. If social distancing not possible staff member may be able to work from home. | 2 | 5 | 10 | | |
| 13 | Lack of social distancing in the corridors | Pupils and staff: risk of transmission | 3 | 4 | 12 | Pupils given instruction on social distancing when moving about the school and told to walk quietly. Pupils and staff to stay within allocated classrooms where possible and access from outside where possible. | 2 | 4 | 8 | | |
| 14 | Shared resources spreading Covid19 by indirect transmission | Pupils and staff: risk of transmission | 3 | 4 | 12 | Resources not shared unless unavoidable and kept within classrooms. Limited resources allowed to go to and from home and school. Shared materials and surfaces to be cleaned and disinfected more frequently and in between uses. | 3 | 4 | 12 | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid ting | | Additional Risk Controls | New Rating |
|----|---|--|---|------|------------------|---|---|--------------|--------|-----------------------------|---------------|
| | • | | | | | 1 – 4 Acceptable 5 - 9 Adequate | | 1 | 0 – 16 | Tolerable 17 – 25 Ur | nacceptable |
| 15 | Lack of social distancing during playtime and lunchtimes | Pupils and staff: risk of transmission | 4 | 4 | 16 | Pupils educated on social distancing rules and supervised by staff. | 3 | 4 | 12 | | |
| 16 | Parents and pupils spreading Covid 19 on drop off and pick up | Pupils and staff: risk of transmission | 4 | 4 | 16 | Parents informed of drop off and pick up points. No parent allowed out of vehicle. If Pupil presents with a temperature or with Covid symptoms then no admission to school. All pupils to use hand sanitizer on arrival. All communication with the school and parents via email or telephone. | 2 | 4 | 8 | | |
| 17 | First Aid Required by a pupil | Pupils and staff: risk of transmission | 4 | 4 | 16 | First aid Matron on site to oversee First Aid. Use of appropriate PPE. Pupil sent home if required. Tissues and cleaning materials to be disposed of in line with cleaning guidance. | 3 | 4 | 12 | | |
| 18 | Member of staff or Pupil shows Covid19 symptoms | Pupils and staff: risk of transmission | 3 | 4 | 12 | Adult or Pupil removed from pupils immediately and sent home for self isolation. If test result proves positive staff and pupils to be sent home and advised to follow COVID19 guidance for households with possible coronavirus infection. (Isolate 10 days.). Advice to be taken from Public Health England. Whole school to be deep cleaned. Test to be taken by staff member or pupil and can return to school if negative. | 3 | 4 | 12 | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid ting | ual | Additional Risk Controls | New Rating | 3 |
|----|--|--|---|------|------------------|---|---|--------------|--------|--|---------------|------|
| | • | | | | | 1 – 4 Acceptable 5 - 9 Adequate | | 1 | 0 – 16 | Tolerable 17 – 25 Ur | naccepta | able |
| 19 | Emotional Distress of pupil , parents or staff member | Pupils and staff: risk of transmission | 3 | 3 | 9 | Pupils to have regular staff member supervising them. Virtual staff/ parent meetings to discuss pupil issues or concerns. Careful and relevant communications to parents. Email or telephone access to teaching staff/ SLT. 1 member of SLT on site to share concerns or email/phone concerns as arise. Time allocated for lesson planning, preparation and marking. Governor support for all members of staff. | 2 | 3 | 6 | | | |
| 20 | Safeguarding disclosure made or concern raised | Pupils: safeguarding problem not addressed | 4 | 3 | 12 | Child Protection Policy procedures followed. A member of SLT on site during the school day but accessible by email or telephone if required. DSL and DDSL available by email or telephone | 1 | 3 | 3 | | | |
| 21 | Unplanned visitor arrives at the school | Pupils and staff: risk of transmission | 4 | 3 | 12 | Front office / staff on site will not allow unplanned visitors on site. Any authorized companies performing necessary repairs or H&S will do so in isolated areas, have permission from the Bursar, and be accompanied when required. All visitors to wear masks on site. | 2 | 4 | 8 | | | |
| 22 | Health & Safety Protocols not followed. | Pupils and staff: risk of transmission | 2 | 4 | 8 | All routine H&S checks maintained on regular basis and records updated. Staff training updated as required. | 2 | 4 | 8 | Fire Drill carried out on 12.9.20 for all pupils and staff on site. Each 'bubble' maintained social distancing | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | Ra | atin | Risk g = R | Current Risk Controls | esidual ting | Additional Risk Controls | New Rating |
|----|---|---|----|------|------------------|--|---------------------|-----------------------------|---------------|
| | | | | | | 1 – 4 Acceptable 5 - 9 Adequate | 10 – 10 | 6 Tolerable 17 – 25 U | nacceptable |
| 23 | Prospective parent visits | Pupils, staff ,visitors: risk of transmission | 4 | 3 | 12 | Prospective parents allowed on site but following Covid19 protocols with masks and social distancing. | | | |
| 24 | Leavers Play | Pupils, staff ,visitors: risk of transmission | 4 | 3 | 12 | All year groups to see Leavers play but split into 2 performances and socially spaced in Theatre in their year groups | | | |
| 25 | Prospective pupils/team building day 25.6.21 | Pupils, staff ,visitors: risk of transmission | 4 | 3 | 12 | Prospective pupils informed not to attend if feeling unwell, been in contact with anyone with covid and to inform school if feel unwell afterwards or have positive covid test. Parents to drop off at designated places and not to come onto school site. | | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | Rat | al Risk ing C = R | Current Risk Controls | ra | esid | | Additional Risk Controls | New Rating |
|----|---|---------------------------------------|-----|-------------------------|---|----|------|----------|-----------------------------|---------------|
| 26 | Sporting activities (hockey, cricket, football) | Pupil and staff; risk of transmission | | 3 12 | Sports fixtures are now taking place. Maximum of 30 spectators and to space out where practicable on boundaries/touch lines/courts. Symptomatic people or those that have been instructed to isolate should not attend under any circumstances. No teas/ meals being provided. We are requesting Covid 19 Risk Assessments from other schools we are playing. For away matches parents advised to contact opposition school for advise on attendance prior to the match. Equipment and site where possible cleaned before and after use. Equipment locked away at end of session. Pupils supervised in changing rooms. Hands washed thoroughly by pupils and teacher before and after activity. Water bottles and sunscreen supplied and applied by individual. Pupils and teacher arrive in sports clothes, no changing rooms to be used. Social distancing to be maintained where possible Further advice to be confirmed regarding use of swimming pool/ swimming lessons. Current advice allows lessons for pupils at Elms but not outside swimming groups | 2 | | <u>8</u> | Tolerable 17 – 25 U | nacceptable |

| | Hazard or Hazardous Activity | Who might be harmed & how | Rat | al Risk ng C = R | Current Risk Controls | Residual rating | Additional Risk Controls | New Rating |
|----|------------------------------------|---|-----|------------------------|---|-----------------|-----------------------------|---------------|
| | | | | | 1 – 4 Acceptable 5 - 9 Adequate | 10 – 16 | Tolerable 17 – 25 U | nacceptable |
| 27 | Pupil events | Pupils, parents and staff; risk of transmission | 4 3 | 3 12 | Early Years Sports day parents invited but limited to one parent per pupil and socially distanced. Parents advised not to attend if feeling unwell. Year 8 pupils and staff to have Lateral Flow test before leaving for Outposts trip. A limit of 2 Year 8 parents invited per pupil for the Prize giving event on Saturday 3 rd July. Parents and pupils to be socially distanced and no refreshments provided. Sibling children to be supervised in alternative area. | | | |
| | Signature: Chris Hattam | Next Review | | | | | | |

| Î | 5 | 5 | 10 | 15 | 20 | 25 | | | | | | |
|-------------------------|-----------------------|---|----|----|----|----|--|--|--|--|--|--|
| ENCE | 4 | 4 | 8 | 12 | 16 | 20 | | | | | | |
| NSEQU | 3 | 3 | 6 | 9 | 12 | 15 | | | | | | |
| INCREASING CONSEQUENCE- | 2 | 2 | 4 | 6 | 8 | 10 | | | | | | |
| ICREAS | 1 | 1 | 2 | 3 | 4 | 5 | | | | | | |
| 2 | | 1 | 2 | 3 | 4 | 5 | | | | | | |
| | INCREASING LIKELIHOOD | | | | | | | | | | | |

| <u>Likelihood</u> | Consequences | Rating | |
|-------------------|-------------------|----------------------|--|
| 1 - Very Unlikely | 1 - Insignificant | 1 - 4 Acceptable | |
| 2 - Unlikely | 2 - Minor | 5 - 9 Adequate | |
| 3 - Fairly Likely | 3 - Moderate | 10 - 16 Tolerable | |
| 4 - Likely | 4 - Major | 17 - 25 Unacceptable | |

5 - Catastrophic

5 - Very Likely

Risk Assessment Form

| Assessor's Name: Helen Taranczuk (Director of Sport) | Covid19 – Sports Fixtures under Covid-19 restrictions | Date: 31st May 2021 | | | |
|--|---|---------------------|--|--|--|
| | | | | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | Ra | atin | Risk g = R | Current Risk Controls | | esic ating | | Additional Risk Controls | New Rating |) |
|---|---|---|----|------|------------------|--|---|---------------|----|--------------------------|---------------|--------|
| 1 | Infection through close contact and indirect transmission | Pupils, staff, parents, visiting teams and staff Risk of illness: unnoticeable for some, mild for others, serious for others, and fatal for a small proportion especially if elderly or vulnerable with pre-existing health conditions. Overall 'consequences' judged to be 'major'. | 5 | 4 | | Individuals who have or suspect symptoms of Covid19 or someone in their household informed not to enter the school. Sick pupils during day time to be temperature tested as required. No parents allowed on site apart from drop off/ pick up or by arrangement with the school. With suspected symptoms overseas boarding pupil/s to move into 'Nightingale' dormitory with specified staff. Visiting teams will not go indoors other than to use the designated toilets. Match teas will be offered as a packed takeaway box if the opposition school require it. Parents and visitors will not be permitted to attend matches as spectators. Transport drivers to wear masks and gloves on school runs. Buses to be cleaned by drivers regularly each week with antiseptic cleaner and with 'fogger'. Pupils to remain seated on bus. Front seats to be kept free of pupils. Vulnerable individuals informed not to enter the school. The guidelines for minimising the spread of Covid set out by NGBs and Sport England will be followed for each sport. | 3 | | 12 | - 16 Tolerable 17 - 25 | Unaccep | atable |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | ating | Risk g = R | Current Risk Controls | | esid ting | | Additional Risk Controls | New Rating | |
|---|--|--|---|-------|------------------|--|-----|--------------|------|--------------------------|---------------|-------|
| | | | | | | 1 – 4 Acceptable 5 - 9 Ade | qua | te | 10 - | – 16 Tolerable 17 – 25 l | Jnaccept | table |
| 2 | Pupils and staff not washing their hands thoroughly | Pupils and staff: risk of transmission | 4 | 4 | 16 | NHS Handwashing guidance shared with staff and pupils listing when hands should be washed (on arrival, before and after eating, after sneezing, coughing, visiting the toilet). Antibacterial soap provided in all toilets and basins. Handwashing posters on display. Hand sanitizer available at all times and applied regularly following the NGB regulations. Hand towels/rubbish to be removed several times a day to secure location. Supply of hand towels to be replenished when required. | 3 | 4 | 12 | | | |
| 3 | Infection passed through indirect transmission (via touching contaminated surfaces) | Pupils and staff: risk of transmission | 4 | 4 | 16 | Equipment will be cleaned frequently using antibacterial products. At a minimum this will happen between innings and at the start and end of every game/session. Equipment not to be shared unless unavoidable. If shared it will be thoroughly cleaned between uses. Hands will be sanitised regularly and according to the specific NGB regulations. All Staff on school site to be Covid tested twice a week with Lateral Flow Tests onsite week of 8th March and at home thereafter. Year 7&8 to be tested 3 times in the first week onsite and twice a week thereafter at home. In case of known infection of pupil/ staff member, school to be closed and deep cleaned. If cleaning regime to last longer than 48 hours then timetable of online teaching to resume. | 2 | 4 | 8 | | | |
| 4 | Contact and mixing of pupils and staff | Pupils and staff: risk of transmission | 4 | 4 | 16 | The Elms School is in a whole school bubble. Staff to wear masks when moving around the indoor areas of the school site. Home and opposition teams will be kept separate at all times when not playing. There will be no formal match teas and no hand shaking at the end of matches. | 3 | 4 | 12 | | | |

| | Hazard or Hazardous Activity | Who might be harmed & how | R | atin | Risk g = R | Current Risk Controls | | esid ting | ual | Additional Risk Controls | New Rating |
|---|---|--|---|------|------------------|---|-----|--------------|-----|--------------------------|---------------|
| | | | | | | 1 – 4 Acceptable 5 - 9 Ade | gua | te | 10 | - 16 Tolerable 17 - 25 l | Jnacceptable |
| 5 | Provision of food | Pupils and staff: risk of transmission | 4 | 4 | 16 | Water bottles to be provided by parents for each pupil which are taken home and cleaned by parents. There will be no formal match teas and opposition schools will be offered a packed take away box. All hard Surfaces cleaned after eating. | 1 | 4 | 4 | | |
| 6 | Personal care of a pupil | Pupils and staff: risk of transmission | 4 | 4 | 16 | Gloves (and mask/apron if child ill) to be worn by staff if assisting with personal care of a pupil. Pupils to be isolated and returned home as soon as possible. | 3 | 4 | 12 | | |
| 7 | First Aid Required by a pupil | Pupils and staff: risk of transmission | 4 | 4 | 16 | First aid Matron on site to oversee First Aid. Use of appropriate PPE. Pupil sent home if required. Tissues and cleaning materials to be disposed of in line with cleaning guidance. | 3 | 4 | 12 | | |
| 8 | Member of staff or Pupil shows Covid19 symptoms | Pupils and staff: risk of transmission | 3 | 4 | 12 | Adult or Pupil removed from pupils immediately and sent home for self isolation. If test result proves positive staff and pupils to be sent home and advised to follow COVID19 guidance for households with possible coronavirus infection. (Isolate 10 days.). Advice to be taken from Public Health England. Whole school to be deep cleaned. Test to be taken by staff member or pupil and can return to school if negative. | 3 | 4 | 12 | | |
| 9 | Unplanned visitor or spectator arrives at the school | Pupils and staff: risk of transmission | 4 | 3 | 12 | Front office / staff on site will not allow unplanned visitors on site. High visibility of SLT on match days to manage this. | 2 | 4 | 8 | | |

| Signature: | Date: 2 nd July 21 | |
|----------------|-------------------------------|--|
| Suzy Brandwood | | |
| Bursar | | |