COVID-19: risk assessment for opening of school premises September 2021





Document information

Document title	COVID-19: risk assessment for opening of school premises September 2021				
Owner	St Wulstan's Catholic Primary Scho	ol			
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Effective from	1 September 2021	Approved on	11 January 2022		
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Purpose	To give schools SLT direction, guidance and of COVID-19 restrictions	d advise on how to ensure schools are	safely opened following the lifting		

INFECTIOUS DISEASES COVID-19 (January 2022) PRIMARY AND SECONDARY

Hazard/ Activity	Persons at Risk					Risk	Residual risk rating H / M / L		r Action uired
					YES	NO			
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	 All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. All staff have access to all relevant guidance and legislation including, but not limited to, the following: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The school keeps up-to-date with advice issued by, but not limited to, the following: DfE NHS Department for Health and Social Care United Kingdom Health Security Agency (UKHSA) Local Public Health Staff are made aware of the school's infection control procedures in relation to coronavirus via email or 	MED		✓			

Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the need to tell a member of staff if they feel unwell. The school has an up-to-date outbreak plan and is revisited to ensure well prepared on January return. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. Follow Government advice and follow any instructions. Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT.	MED	
New Omicron Variant	Staff Pupils	Infection control	Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work. The	MED	✓

			DfE states that leaders are best placed to determine the workforce required to meet the needs of their pupils. You should consider whether it is possible for specific staff to undertake certain roles to work from home, while minimising disruption to face-to-face education and care.		
School Holiday	Staff Pupils	Infection Control	 The DfE asks that schools encourage pupils to test over the holidays in line with national guidance. This means that they should test if they will be in a high- risk situation that day and before visiting people who are at higher risk of severe illness if they get COVID- 19. 	MED	✓
Use of transport	Staff Pupils Others	Infection control	 Children and young people aged 11 and over, unless they are exempt, should wear a face covering when travelling on dedicated transport to and from educational settings. It is recommended that facemasks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school. It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. On dedicated transport: It is recommended that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. 	MED	✓

Olamaiamat	Otaff		 It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such overcrowding should be minimised. Children, young people and adults should follow United Kingdom Health Security Agency (UKHSA) advice on when to self-isolate and what to do. They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk, cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school. More information on organising transport for children with symptoms is provided at guidance on the use of PPE in education, childcare and children's social care settings. 		
Cleaning of school	Staff Pupils Others	Infection control	 All hard surfaces to be cleaned on a regular basis, this will include All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. 	MED	✓

Ventilation class/office	Pupils Staff	Infection control	 All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. Identify any poorly ventilated spaces and take steps to improve fresh air flow If mechanical ventilation systems are used to draw 		
			fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply Where appropriate open external windows, internal doors and external doors to improve natural ventilation If external doors are opened, ensure that they are not fire doors and are safe to do so	MED	✓
Poor hygiene practice	Staff Pupils Others	III health	 You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. 	MED	✓

			 Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 		
Spread of infection	Staff Pupils Others	Lack of infection control	 Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. 	MED	√

			 Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 		
Classroom management	Pupils Staff	Infection control	 It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings It would be sensible to revert back to previous control measures in the event of a local outbreak. Continue to use a cautious approach with arrangements. 	MED	✓
Assemblies	Pupils Staff	Infection control	There are no restrictions in place for holding assemblies and singing in the school hall.	MED	✓
Lunchtimes	Pupils Staff	Infection control	 Lunchtime arrangements can revert back to previous arrangements. Tables must still be cleaned on a regular basis throughout dinner time activities. 	MED	√

Playtime and using equipment	Pupils Staff	Infection control	 Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 	MED	✓
Personal Protective Equipment Face coverings	Pupils Staff	Infection control	 Face coverings are recommended to be worn by staff and visitors when moving around the premises, in corridors and communal areas, unless exempt. No pupil should be denied education if they are not wearing a face covering. Face coverings do not need to be worn outdoors. It is recommended that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school." School will follow director of Local Public Health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722 /PPE in education childcare and childrens social care settings.pdf 	MED	*
III health	Staff Pupils Others	Coronavirus symptoms	 Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is 	MED	✓

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			Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.		
Secondary School Pupils Asymptomatic testing	Pupils Staff	Infection control	 Pupils should continue to test twice weekly at home with lateral flow device kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Staff should undertake twice weekly home. 	MED	✓
Primary School Pupils Autumn term Asymptomatic testing	Pupils Staff	Infection control	 There is no need for primary age pupils (those in year 6 and below). No testing is required of Primary age children. Staff should undertake twice weekly home tests. 	MED	✓
Teaching Staff Absences	Pupils Teaching Staff	Infection Control	 To help make sure students can continue to be in school with their friends and all the benefits that brings, settings could consider asking teachers to deliver lessons from home, which are then streamed to classrooms in schools and colleges. In these instances, classrooms should of course be supervised by another member of staff, which could include support staff like teaching assistants. As pupils do not need to be kept in consistent groups, schools may wish to consider combining classes. 	MED	*
Pupil Absences due to COVID	Pupils	Infection Control	If children or young people cannot attend school either because they have tested positive or have symptoms, but are well enough to continue studying,	MED	✓

PCR Test kits	Pupils Staff	Infection control	any remote education should mirror that received in the classroom as closely as possible for a minimum of five hours a day in secondary schools and slightly less in primaries • You should follow the latest government guidance on confirmatory PCR tests in Stay at home: guidance for		
			households with possible or confirmed coronavirus (COVID-19) Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). following a positive LFD test.	MED	✓
New Variant of Concern – Omicron	Staff Pupils Others	Spread of Omicron variant	 As of Tuesday 14 December, all contacts of someone with a positive case of COVID-19 – whether Omicron or not – should take an LFD test every day for 7 days. This includes all adults who are fully vaccinated and children aged 5-18 years and 6 months. Daily testing by close contacts will help to slow the spread of COVID-19 without meaning people have to isolate. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. 	MED	✓
Visitors to schools	Visitors Contractors	Infection Control	Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.	MED	✓
Positive cases	Pupils Staff	Infection control	 As of Tuesday 14 December, all contacts of someone with a positive case of COVID-19 – whether Omicron or not – should take an LFD test every day for 7 days. This includes all adults who are fully vaccinated and children aged 5-18 years and 6 months. Daily testing by close contacts will help to slow the spread of COVID-19 without meaning people have to isolate. Pupils with SEND identified as close contacts should be supported by their school and their families to agree the 	MED	✓

- most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance.
- Further information is available <u>Stay at home: guidance for households with possible or confirmed coronavirus</u> (COVID-19) infection GOV.UK (www.gov.uk).
- 18-year-olds are treated in the same way as children until 6
 months after their 18th birthday, to allow them the
 opportunity to get fully vaccinated. At which point, they will
 be subject to the same rules as adults and so if they
 choose not to get vaccinated, they will need to self-isolate if
 identified as a close contact.
 - School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.
- School will support NHS Test and Trace when required to help identify close contacts
- Children who are aged under 5 years old who are identified as close contacts will only be advised to take an LFD test if the positive case is in their own household.
- Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of United Kingdom Health Security Agency (UKHSA) or Local Public Health might advise a setting to temporarily reintroduce some control measures.

Staff/Pupils

 With a positive lateral flow test result should selfisolate in line with the stay at home guidance <u>Stay at</u> home: guidance for households with possible or

			confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).			
Self Isolation of positive cases	Pupils Child	Spread of infection	 If a staff member or pupil tests positive they may be able to end their self-isolation period before the end of the 10 full days. They can take a lateral flow device (LFD) test from 6 days after the day symptoms started and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and the staff member or pupil does not have a high temperature, they may end their self-isolation after the second negative test result and return to their education setting. An LFD test should not be taken before the sixth day of the isolation period, self-isolation should only end after 2 consecutive negative LFD tests which should be taken at least 24 hours apart. 	MED	~	
Living in same household with a pupil/sibling with a positive case	Siblings Pupils Others	Spread of infection	From 16 August 2021, you will not be required to self- isolate if you live in the same household as someone with COVID-19 (unless they have been identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of vaccination status and age) and any of the following apply: • you are fully vaccinated • you are below the age of 18 years 6 months • you have taken part in or are currently part of an approved COVID-19 vaccine trial • you are not able to get vaccinated for medical reasons As long as the pupil/sibling is not displaying any COVID- 19 symptoms, then the above guidance applies.	MED	✓	

			 Pupils aged 5 years and over and live in the same household as someone with COVID-19, and are not legally required to self-isolate, are strongly advised to: Take an LFD test every day for 7 days, or until 10 days after the household member who has COVID-19 started their self-isolation period if this is earlier Take this daily LFD test before you leave your home for the first time that day If an LFD test is positive, you should immediately self-isolate to prevent you from passing the infection on to other people. 		
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	 Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	MED	*

Contingency framework: education and childcare settings (publishing.service.gov.uk)

The thresholds, detailed below, can be used by settings as an indication for when to seek United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if they are concerned. For most education and childcare settings, whichever of

these thresholds is reached first:

- > 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- > 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
- All settings should seek United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered Local Public Health support in managing risk assessments and communicating with staff and parents.
- Settings may wish to seek additional United Kingdom Health Security Agency (UKHSA) or Local Public Health advice if they are concerned about transmission in the setting.

Lack of communication	Staff Pupils Others	Unsafe practices	 The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 	MED	✓
Travel and quarantine	Staff Pupils Others	Infection control	 All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine 	MED	✓
Admitting children into school	Pupils Staff	Infection control	 In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice. 	MED	✓

Admitting people into school	Pupils Staff	Infection control	 Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. Anyone, including staff or pupils, within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice. advice. In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised. If the member of staff is in close contact with the child, then they should wear appropriate PPE. A window should be opened for fresh air ventilation if possible. Any rooms that have been used for this purpose should be cleaned after they have left. As with anyone within the household, staff, pupils/siblings should follow the PHE guidance for households with possible or confirmed COVID-19 infection. 	MED	√
CEV children	Pupils Staff	Infection control	 The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the shielded patient list. Children and young people previously considered CEV should attend school and should follow the same COVID 19 guidance as the rest of the population. They may wish to take extra precautions however. 	MED	✓

			If a child or young person has been advised to reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of the specialist.		
Staff CEV	Staff	Infection control	 CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff should attend their place of work if they cannot work from home. The school will follow DHSC updated guidance. 	MED	✓
Educational visits	Pupils Staff	Financial risk	 If booking new visits ensure that the school have adequate financial protection in place. From the start of the Autumn school term you can go on international visits. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school should have a contingency plan in place to account for any changes in the government travel list. Full risk assessments must be undertaken, ensure any United Kingdom Health Security Agency (UKHSA) or Local Health advice (such as hygiene and ventilation requirements) are included in it. 	MED	✓

			 Consider whether to go ahead with planned international educational visits at this time, recognising the need to isolate and test on arrival back into the UK. All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. 		
Mandatory Certification	Students Staff Visitors	Infection Control	 Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds You should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. 	MED	✓
Wraparound care	Pupils	Infection control	 Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited. 	MED	✓

Performances	Staff Pupils Others	Infection	 Pupils should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance. Where they attend venues further afield, they should follow latest guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. Wraparound childcare and other organised activities for pupils may take place in groups of any number. You should ensure that key contractors are aware of your setting's control measures and ways of working. Ensure you have enough staff available to meet the required ratio. Consider carrying out performances on Zoom where possible. If it is not possible, limit the number of attendees (one parent per child, year groups etc.) Audience to be socially distanced and wear face masks throughout the performance. Keep venue well ventilated. Hand sanitiser to be available and parents actively encouraged to use. Frequent cleaning of touch points. Encourage parents to carry out a Lateral Flow Test before attending. 		
Out of school settings	Pupils Parents Staff	Infection control	 Ensure the provider is following the relevant after- school clubs guidance to reduce the risk of 	MED	✓

Parents	Others	infection
Parents attendance	Others	infection Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) Parents are no longer limited to specific number attendance. Ensure up to date contact information is available in the event of an emergency. Keep a record of where and when your child attends a setting to help NHS Test and Trace identify contacts. Out of school settings will not be expected to undertake contact tracing. Individuals are not required to self-isolate if they are a close contact of someone with COVID-19 unless they have been identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of vaccination status and age) if they are fully vaccinated, below the age of 18 years and 6 months, taking part in an approved COVID-19 vaccine trial or are unable to get vaccinated for medical reasons. Instead they will be advised to follow Stay at Home guidance. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). Face coverings are recommended to be worn by staff, visitors and year 7 pupils and older when moving around the premises, in corridors and communal areas, unless exempt. They do not
		need to be worn in classrooms.

			 Check with the provider that they are following the relevant guidance to reduce the risk of infection. If the number of positive cases substantially increases, please refer to the Outbreak Management Plan. 		
Measures for Places of Worship	Pupils Parents Staff Others	Infection control	All places of worship should follow and keep up to date with the latest guidance. COVID-19: guidance for the safe use of places of worship - GOV.UK (www.gov.uk)	MED	√
Measures for Community centres, village halls, and other multi-use community facilities	Pupils Parents Staff Others	Infection Control	 All Community centres, village halls, and other multi- use community facilities should follow and keep up to date with the latest guidance. <u>COVID-19</u>: <u>Guidance</u> for the safe use of multi-purpose community facilities - <u>GOV.UK (www.gov.uk)</u> 	MED	✓
Measures for grassroots sport participants, providers and facility operators	Pupils Parents Staff Others	Infection Control	All grassroots sport participants, providers and facility operators should follow and keep up to date with the latest guidance. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)	MED	√