

RISK ASSESSMENT

| RISK ASSESSMENT – Sports and Wellbeing Department (Covid-19 service delivery to COMMUNITY users) | | |
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| Department: Sports and Wellbeing | Date: August 2020 | Assessor(s): Michael Ormshaw (Sport and Community Development Manager) |
| Location: Throughout Campus in various sports and locations and facilities: Sports Hall, Fitness Suite, Swimming pool, Hydrotherapy pool, Pitch and pitch buildings, and communal spaces. | Date for Review: 3 months – and as and when required by changing circumstances | (Maximum of 12 months from above date) |
| To cover COMMUNITY USE times – weekday evenings and weekends during term time. | | |
| Persons at Risk: PUBLIC AND COMMUNITY USERS AND EMPLOYEES | | |
| PART 1 | | |

| Ref | Activity | Hazards | Persons at Risk | Severity (1-5) | Likelihood (1-5) | Risk Rating | Current Control(s) | Minimise risk by (ongoing): | Resulting Severity (1-5) | Resulting Likelihood (1-5) | Residual Risk Rating |
|-----|---|---|--|----------------|------------------|--------------------------|---|---|--------------------------|----------------------------|----------------------|
| 1 | General: Use of sports facilities by general public and community groups – access to site and facilities | Contact with infectious disease – transmission of infectious disease (Covid-19) | All visitors, community users, staff and CYP - Students and residents | 5 | 4 | 20 Very High Risk | a) All facility use to be arranged, pre-planned / booked, and timetable set up to allow for use of each facility by one specific community group / session at any one time. No mixing of groups at all, and no “pay and play” or drop-in sessions. b) All users restricted to known and pre-arranged/ paid users, in specific areas. c) Cashless payments only – no handling of cash. d) Visitors must only access the specific facility / room. No movement or transition through buildings / internal areas. | <ul style="list-style-type: none"> • UK Active guidelines to be closely monitored and followed. • CIMSPA guidance to be monitored and followed in updating any of these measures contained within this risk assessment. • Instructional videos/images and instructions produced for | 5 | 1 | 5 Low Risk |

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| | | | | | | | <ul style="list-style-type: none"> e) Wherever possible, no use of manual keypads for access to site/ buildings or rooms. f) Where keypads must be used for access, disinfectant spray and wipes will be provided and users advised to sanitize hands before and after use. g) All access and use guidelines distributed to users prior to attendance. All risk assessments and operation documents available for general public reference on the website. h) Pre-attendance disclaimer and Track and Trace data collected via online form. i) All on-site facility use supervised by SST sports department staff – access control, one way system, contact information collection, conformance to hygiene and social distancing guidelines and requirements. j) All visitors guided to specific parking adjacent to facility to be used. Visitors’ access and egress from site via main entrance and all movement of visitors is pre- | <p>users to minimise confusion and any misuse and risk of non-compliance.</p> | | | |
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| | | | | | | | <p>arranged and monitored by staff on-site.</p> <ul style="list-style-type: none">k) All visitors asked to remain in cars and only enter the facility at the time of activity – no waiting inside buildings.l) Child drop-off at external door – to be monitored by SST staff.m) One way entrance and exit systems to be employed and used in each facility.n) All attendees advised to not attend, and self-isolate if experiencing any symptoms or if suspected to be in contact.o) Hygiene stations set up for hand washing/ sanitization before each session by every user/visitor (hand gel, wipes and towels)p) All sessions set up/ timetabled to be separated by clear transition time and cleaning time to minimise any risk of group/user crossover.q) All pieces of equipment and frequent contact facility surfaces to be cleaned before/after use by each user group/session, by Sports team and by | | | | |
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| | | | | | | | <p>cleaning services. (Sports team will complete a general clean after each designated session as appropriate).</p> <p>r) Sports staff to support sessions whilst socially distancing, whenever possible. Coaching and instruction to be adapted to maintain social distancing.</p> <p>s) All adults accompanying children are required to wait in cars or outside of the facility. If necessary to be inside the facility, parents/ carers are required to wear a face mask if waiting accompanying inside.</p> <p>t) Clear maximum loads and attendees in each area set according to latest guidance from governing bodies and industry standards, and according to specific areas.</p> <p>Currently:</p> <p>Main Pool (and changing areas): 5 participants, plus 5 carers/parents, plus 3 members of staff (10 people in the water at any one time)</p> | | | | |
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| | | | | | | | <p>Hydrotherapy pool: 2 participants/swimmers, plus 2 carers/ parents, plus 1 staff (4 people in the water)</p> <p>Sports Hall: A total maximum of 15 people (i.e. 12 participants/learners plus 3 coaches/staff)</p> <p>Fitness suite: 5 participants, plus 5 carers/parents, plus 1 members of staff</p> <p>Pitch area: As dictated by the individual activities and sessions. Social distancing to be followed.</p> <p>Outdoor gym: Social distancing to be maintained including the use of adjacent stations/ machines.</p> <p>Maximum total occupancy in the Sports Centre at any one time = 40 people</p> | | | | |
| 2 | <p>ACTIVITY / FACILITY SPECIFIC:</p> <p>Community swimming lessons – Main Pool</p> | Contact with infectious disease – transmission of infectious disease (Covid-19) | Swimmers (children), parents / carers, Swim team/teachers and | 5 | 4 | 20 Very High Risk | <p>a) Timetable of use developed to separate user groups - buffer times between sessions to eliminate chance of any crossover of users.</p> <ul style="list-style-type: none"> • STA guidelines for pool use to be followed • PWTAG guidelines to be followed | 5 | 1 | 5 Low Risk | |

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| <p><i>Additional / complimentary to general measures outlined in section 1 above</i></p> | | | <p>lifeguards, Staff</p> | | | | <p>b) Changing and pool areas/surfaces cleaned after every session. c) Hand hygiene station with gel and wipes and towels to be set up for entrance and exit – all users required to use before entering the area. d) Maximum number of pool users set to ensure social distancing can be maintained – 5 + 5 (10 in water max), plus 3 staff max. e) All visitors/users asked to self-monitor symptoms and not attend, isolate and test if necessary f) Teaching to be conducted from poolside – no swim teachers to be in the water except in emergencies and lifesaving situations. g) Lifeguards to follow all latest guidance from RLSS – training completed to allow use of pocket masks for resuscitation. h) Staff to wear PPE in line with Seashell guidance when required i) All Sports staff to socially distance from users as specified at the time (2</p> | <p>for water treatment. Correct chlorine levels ensure virus is killed within 15 – 30 seconds of exposure. • RLSS guidelines to be followed for lifeguarding procedures and practices. • PPE available for staff for cleaning areas.</p> | | | |
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| | | | | | | | <p>metres in normal circumstances).</p> <ul style="list-style-type: none">j) Changing areas to be used alternatively to allow for cleaning of areas and minimise crossover of users. System of Changing room A and B in place and groups given designated changing room.k) One way system to be used around pool area and poolside for users. All attendees to enter pool via door onto poolside adjacent to spectator area. All swimmers to leave via designated changing room.l) Any spectators requiring to be in the pool hall must wear a mask unless exempt for medical/health reasons.m) Swimmers to arrive dressed to swim – changing facilities not to be used to prepare to swim.n) Outdoor clothing to be placed in individual plastic tubs whilst in the water – tubs to be cleaned between users.o) Changing cubicles to be used wherever possible and lockable individual changing rooms to be used to | | | | |
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| | | | | | | | <p>separate bathers when changing, and minimise movement around changing areas.</p> <p>p) Showers not to be used unless specifically required for health and medical reasons – in which case, the cubicle showers to be used, not open access shower area. In this case one user at any one time.</p> | | | | |
| 3 | <p>ACTIVITY / FACILITY SPECIFIC:</p> <p>Community swimming facility hire – Hydrotherapy pool and main pool</p> <p><i>Additional / complimentary to general measures outlined in section 1 above</i></p> | <p>Contact with infectious disease – transmission of infectious disease (Covid-19)</p> | <p>All visitors to facility / activity and staff</p> | 5 | 4 | 20 Very high risk | <p>a) All use of the hydrotherapy and main pool is pre-booked, and every user is known. All personal details are collected at booking.</p> <p>b) For track and trace purposes, we will hold a main contact for each pool usage. The hirer / session lead will agree via user terms and conditions that they will collect the contact details for all their attendees for each session held at Seashell Trust.</p> <p>q) Timetable of use developed to separate user groups - buffer times between sessions to eliminate chance of any crossover of users.</p> <p>r) Changing and pool areas/surfaces cleaned after every session, and between users.</p> | | 4 | 1 | 4 Low risk |

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| | | | | | | | <p>c) Hand hygiene station with gel and wipes and towels to be set up for entrance and exit – all users required to</p> <p>d) Maximum user numbers to follow the guidance above in section 1.</p> <p>e) All hirers to read and agree to risk assessment for the specific facility prior to use, and complete the SST sports online consent form.</p> <p>f) Group hirers to provide their Covid specific risk assessment to SST prior to use of the facility.</p> <p>g) Group hirers to be monitored by SST staff to ensure adherence to Covid measures at all times (see section 1)</p> <p>h) Any swimming teaching/coaching will take place from poolside, not in the water – unless specifically required to do so for support/ safeguarding reasons</p> | | | | |
| 4 | <p>ACTIVITY / FACILITY SPECIFIC:</p> <p>Sports Hall – group hire of facility</p> | Contact with infectious disease – transmission of infectious disease (Covid-19) | All visitors to facility / activity and staff | 5 | 4 | Very High Risk | <p>a) All use of sports hall by pre-booking – all contact details held by SST from the booking information.</p> <p>b) For track and trace purposes, we will hold a main contact for each hall usage. The hirer / session lead will agree via</p> | <ul style="list-style-type: none"> Monitoring of updated UK Active guidelines. Updating of any signage to reflect | 4 | 1 | 4 Low Risk |

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| | <p><i>Additional / complimentary to general measures outlined in section 1 above</i></p> | | | | | | <p>user terms and conditions that they will collect the contact details for all their attendees for each session held at Seashell Trust.</p> <p>c) Timetable of use developed to separate user groups - buffer times between sessions to eliminate chance of any crossover of users.</p> <p>d) All users to be advised of the requirements and measures in place prior to use, via booking form and terms and conditions of use, and required to read the SST master Covid risk assessment before facility use.</p> <p>e) Users (minimum the lead coach or session lead) to complete the SST online disclaimer form prior to attendance.</p> <p>f) One way system employed and monitored for entrance and exit to and from the Hall (entrance door to be closest to the swimming pool)</p> <p>g) All signage in place to maintain social distancing, and personal hand hygiene.</p> <p>h) Hygiene sanitization station set up at entrance to hall, with instructions to all users to sanitize hands before entering.</p> | <p>changing guidance Ansure all cleaning and PPE is replenished • Deep clean schedule maintained with Cleaning services</p> | | | |
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| | | | | | | | <p>i) Maximum number of people to be in the hall at any one time set at 15, according to size for social distancing and according to necessary fresh air circulation requirements.</p> <p>j) All sessions to be Covid risk assessed by the session leads/coaches, and these RAs to be provided to Seashell Trust prior to the session.</p> <p>k) No cash handling during sessions. All sessions pre-paid and paid via contactless methods.</p> <p>l) Children to be dropped off outside the main entrance – no parents to enter the hall with the children, except in exceptional circumstances due to care needs.</p> <p>m) All accompanying adults to wait in cars during the session.</p> <p>n) All users required to clean individual pieces of equipment immediately after use. SST staff will clean the areas after/before each separate session.</p> | | | | |
| 5 | <p>ACTIVITY / FACILITY SPECIFIC:</p> <p>Fitness Suite – group hire and</p> | Contact with infectious disease – transmission of infectious disease (Covid-19) | All visitors to facility / activity and staff | 5 | 4 | 20 Very High Risk | <p>a) All use of the Fitness Suite is by pre booking only – users must make a reservation to use the Fitness suite before attending, and there will be no “drop-in” usage available.</p> <p>b) Hygiene station in place with requirement for all users to</p> | <ul style="list-style-type: none"> Monitoring of updated UK Active guidelines. Updating of any signage to reflect | 4 | 1 | 4 Low risk |

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| | <p>individual use by general public and service users.</p> <p><i>Additional / complimentary to general measures outlined in section 1 above</i></p> | | | | | | <p>wash hands prior to use, and between use of different pieces of equipment.</p> <p>c) Users required to clean contact points (handles, buttons etc.) of each piece of equipment prior to and after use.</p> <p>d) Use of facility will be monitored and supervised by SST staff to ensure compliance with Covid measures in place.</p> <p>e) Social distancing to be maintained within the Fitness Suite. Equipment moved to be appropriate distance and users advised not to use adjacent equipment at the same time.</p> <p>f) Users will not be supported on the equipment by members of staff. Any user requiring support and assistance must come with their own care/assistant.</p> | <p>changing guidance</p> <ul style="list-style-type: none"> • Ansure all cleaning and PPE is replenished | | | |
| 6 | <p>ACTIVITY / FACILITY SPECIFIC:</p> <p>Sports pitch use by facility community group hirers.</p> <p><i>Additional / complimentary</i></p> | <p>Contact with infectious disease – transmission of infectious disease (Covid-19)</p> | <p>All visitors to facility / activity and staff</p> | 5 | 4 | 20 Very High Risk | <p>a) All use of the Sports Pitch to be via pre-booking.</p> <p>b) Contact details of users collected at booking stage.</p> <p>c) Any users (session lead) to complete the SST Sport disclaimer.</p> <p>d) Session group leads (hirer) to ensure that contact information (registers) are collected and retained for track and trace purposes.</p> | <ul style="list-style-type: none"> • FA guidelines to be monitored and adhered to. • Individual governing bodies consulted as and when needed for sport specific | 4 | 1 | 4 low risk |

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| | <p>ary to general measures outlined in section 1 above</p> | | | | | | <p>e) Session leads to confirm they have read and understood the Pitch Covid Risk Assessment prior to session and attendance.</p> <p>f) Hygiene station set up at entrance to the pitch for all users – all users must sanitize hands before entry.</p> <p>g) Equipment contact points cleaned by user after use, and cleaned by SST staff between sessions.</p> <p>h) Timetable designed to avoid any crossover of session groups and attendees.</p> <p>i) A one-way system employed with separate entrance and exit to the pitch area. Entrance to the pitch via the main entrance gate, and exit from the pitch via the corner gate onto the car park area.</p> <p>j) All signage in place to remind users of the requirement for social distancing.</p> <p>k) All coaches/ session leads to complete disclaimer to ensure that the guidelines specific to the sport will be adhered to, and all governing body advice has been consulted and will be used to guide the session structure.</p> <p>l) Parents not to enter the pitch area, and to wait in cars during the session.</p> | <p>guidelines and rules.</p> <ul style="list-style-type: none"> • Requirement s of sports attendant to be reviewed as and when needed. | | | |
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| | | | | | | | <ul style="list-style-type: none"> m) Participants only to enter the pitch/playing area, unless a support/carer is required. n) Changing rooms are not available for use. o) Users/spectators are advised to maintain social distancing when using pitch side toilets, and to clean any contact points before and after use of toilets. p) Toilets to be cleaned by SST cleaning services on a daily basis, and to be cleaned/checked between sessions by pitch side attendant. | | | | |
| 7 | <p>Seashell CADS events – and group events on-site</p> <p><i>Additional / complimentary to general measures outlined in section 1 above</i></p> | Contact with infectious disease – transmission of infectious disease (Covid-19) | All visitors to facility / activity and staff | 5 | 4 | 20 Very High Risk | <ul style="list-style-type: none"> a) All attendees pre-booked and screened. All contact information collected prior to event. b) SST Sport Covid disclaimer completed prior to attendance by parent/carer, or attendee if over the age of 18 c) Event to be confined to a specific pre-defined area of site to minimise any possible mingling with SST staff, students. d) Individual Covid risk assessments completed by the session leads for each activity. e) Hygiene stations set up at venue. Maximum venue attendance numbers to be adhered to. | All deliverers and coaches and session leads to be fully consulted before events and risk assessments completed. | 4 | 1 | 4 Low risk |

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| | | | | | | | <ul style="list-style-type: none"> f) Social distancing to be maintained throughout the event, with no hands-on support from SST staff. g) Wherever possible a one way system of entrance/ exit used for each facility/ room/ area used. h) Equipment cleaned before and after use, and areas cleaned after each session. i) Visitors to site to report directly to the activity area, and the park as close as possible to the event area – users will be advised prior to attendance. | | | | |
| 8 | Community use of communal areas and bathroom areas/toilets | Contact with infectious disease – transmission of infectious disease (Covid-19) | General public and Staff | 5 | 3 | 15 High Risk | <ul style="list-style-type: none"> a) Deep cleaning of areas, periodically as recommended. b) Areas to be only used by designated community user groups during set times when facilities are booked. c) All users asked to clean contact areas before and after use with disinfectant wipes. d) Hand hygiene (washing) guidelines to be followed e) Posters and guidance displayed in areas f) Areas to be cleaned by SST between sessions / user groups. | <ul style="list-style-type: none"> • Only use these areas if absolutely necessary. Staff encouraged to bring own food and drinks to avoid use of communal food storage and preparation areas. | 5 | 2 | 10 Medium Risk |

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| 9 | <p>Visitors to site during community use times.</p> <p>Contractor visits to site – visits from contractors to ensure compliance and H & S of facilities and equipment</p> <p>Volunteer visits to site</p> | <p>Contact with infectious disease – transmission of infectious disease (Covid-19)</p> | <p>Staff, contactors (visitors) and students</p> <p>Volunteers</p> | 5 | 4 | 20 Very High risk | <p>a) Seashell visitor policy in place and will be followed.</p> <p>b) All visitors to maintain social distancing and a “non-contact” nature when on site.</p> <p>c) Sports staff to send procedures prior to visit and to contact the visitor to make all procedures clear.</p> <p>d) Visitor to arrive and move to specific area directly. Sports staff to inform reception of arrival and facilitate the signing in as necessary (if reception is open)</p> <p>e) Visitor to be monitored (social distance) by Sports staff member to ensure all safeguarding measures and procedures are followed.</p> | <ul style="list-style-type: none"> Volunteering suspended until safety can be assured. Separate risk assessments to be completed for each volunteer role upon restart of services. | 5 | 1 | 5 Low risk |
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| 10 | Track and trace alert of past attendee testing positive for Covid-19 virus | Confirmed case of Covid-19 – possible transmission of virus on site during an activity | All visitors to that session and/or facility | 5 | 4 | 20 Very High Risk | <p>a) Contact information of all affected attendees reviewed and passed to the relevant public body for track and trace.</p> <p>b) Affected facility/facilities to be immediately closed to access by all users.</p> <p>c) Deep clean of affected areas arranged with SST cleaning services.</p> <p>d) Any SST staff/volunteers effected to seek a Covid-19 test and to self-isolate.</p> <p>e) Facility / area to reopen only after deep clean and area check and review.</p> | <ul style="list-style-type: none"> • Closely monitor the PHe guidance on responding to a track and trace alert. • Update the deep clean procedures to follow latest information. | 5 | 1 | 5 Low risk |
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| 11 | Volunteers on site to help deliver and facilitate sports and community sessions | Contact with infectious disease – transmission of infectious disease (Covid-19) | Volunteers - attendees | 5 | 4 | 20 Very High Risk | <p>a) All volunteers to go through same scrutiny and measures applicable to members of Seashell Staff. All volunteers are required to inform SST (line manager) if they experience any symptoms or think they may have come into contact with Covid-19 at any point.</p> <p>b) All volunteers are subject to same working restrictions and measures as Seashell Trust Staff (see above sections).</p> <p>c) All volunteers must conform to the same social distancing and PPE guidelines as SST staff.</p> <p>d) All volunteers are official SST volunteers and will be compliant and will have completed the full on boarding process. All volunteer's contact details are held by SST on the Kinetic volunteering process.</p> | | 5 | 1 | 5 Low risk |
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| Part 2 – to be completed for any Residual Risk Rating of 12 or over identified in Part 1 | | | | | |
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| Ref No Noted in Part 1 | Current Risk Rating (Refer to Part 1) | Further Controls required | By when | By whom | Date Completed |
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Date of Review: Ongoing – Sept 2020 for full review

RISK ASSESSMENT

RISK ASSESSMENT KEY

| Severity | |
|---|---|
| Fatality | 5 |
| Major injury, disabling illness, major damage | 4 |
| Lost time injury, illness, damage | 3 |
| Minor injury, minor damage | 2 |
| Delay only | 1 |

| Likelihood | |
|---------------------|---|
| Certain or imminent | 5 |
| Very likely | 4 |
| May happen | 3 |
| Unlikely | 2 |
| Very unlikely | 1 |

RISK RATING

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| VERY HIGH Risk | 20 - 25 | Immediate action required to stop the activity or reduce the risk |
| HIGH Risk | 12 - 19 | Urgent action required , as soon as practicable and within two weeks at the latest |
| MEDIUM Risk | 8 - 11 | Keep under regular review and investigate further measures to reduce the risk |
| LOW Risk | 1 - 7 | Acceptable risk |

| Document History | Person Responsible | Date |
|--|--------------------|----------|
| Use this table to track document changes (draft) | MO | 18.08.20 |
| Version 2 – for reference and signing | MO | 19.08.20 |
| Version 3 – Adapted specific for Community users (version 1) | MO | 24.08.20 |
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RISK ASSESSMENT

Staff to read and sign this Risk Assessment. This is your indication that you understand the risk assessment and will strive to implement it and help monitor and review it.

| Name of staff member | Date | Signature |
|-------------------------------|------------------|--|
| Staff member full name | Date read | Your name as electronic signature |
| Michael James Ormshaw | 24.08.2020 | Michael Ormshaw |
| Heather Potter | | |
| Nicholas Mockridge | | |
| Carol Plant | | |
| Molly stevenson | | |
| Charlotte Pratt | | |
| Gemma Lynch | | |
| Stephen Pearson | | |
| Wesley Ratcliff | | |
| Damien Earnshaw | | |
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