

RISK ASSESSMENT: HOLYSPIRIT MAC

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| Risk Assessment for (Activity/Process/Operation): | <i>Re- Opening schools to ALL pupils in September 2020 during the COVID-19:</i> <i>This risk assessment incorporates Government guidance available as at 2nd July 2020 and all subsequent Government guidance up to 31st December 2020.</i> |
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| Name & Post of Assessor: | Clive Billington, H&S Consultant, BSS Sinead Smith, Senior Executive Principal | Initial Assessment Date: | 5 th July 2020 | Reference: | VERSION 1.3 |
| Name & Post of Authoriser: | Julie Sewell, Chief Finance Officer | Review Date: | 4 th January 2021 | | |

Risk matrix

| Risk rating | Likelihood of occurrence | | |
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| High (H), Medium (M), Low (L) | High (very likely) | Medium (possible) | Low (remote) |

| Activity | Risk rating prior to action (H/M/L) | Control measures | In place? (Yes/No) | Additional controls | Residual risk rating (H/M/L) |
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1. Ensuring a gradual and safe approach for pupils and staff to return to school:

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| 1.1 Establishing if the building is safe to allow all pupils to return closure | | | | | |
| Health and safety risk assessments have not been reviewed. Some health and safety checks may be overdue. | M | <ul style="list-style-type: none"> ▪ The MAC employ a Health & Safety Consultant to work with all schools who is now able to return to sites to review plans and ensure all essential maintenance is taking place. ▪ Site Supervisors should ensure all quarterly/monthly and daily safety checks are completed using the monthly checklist ▪ Health and safety audit/inspection to be conducted by Senior Executive Principal and appropriate staff ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms | Y | Schools have opened for specific year groups and the planning and RA have worked effectively to ensure the buildings are safe places. We will continue to adopt the same rigor and measures to protect both staff and pupils. | L |

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| | | <ul style="list-style-type: none"> ▪ This overarching risk assessment will support the Holy Spirit MAC September Opening Plan for all primary schools. ▪ A separate plan will be put in place for the Secondary School to support September opening. ▪ Staff will be briefed on any changes that have been made to support schools opening in line with government advice for which students or pupils are to be in school and the requirement for online teaching: <ul style="list-style-type: none"> ○ Procedures for when pupils and staff enter and leave school ○ Planned movement around the school during lesson, break and lunch times ○ Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used | | CFO and SEP will undertake a further inspection of each school prior to opening. | |
| Statutory compliance has not been completed due to the availability of contractors during lockdown | M | <ul style="list-style-type: none"> ▪ All statutory compliance should be up to date and all schools should be working through the Health & Safety Planner as agree with Billington Safety Service. ▪ Water systems have been maintained as schools have remained open throughout lockdown - contracts are in place with specialist contractors to ensure chlorination and flushing. | Y | | L |
| 1.2 Communal staff areas | | | | | |
| Use communal areas during COVID-19. Risk of contamination. | M | <ul style="list-style-type: none"> ▪ With the return of all the pupils, the Holy Spirit MAC will want all staff who are not clinically extremely vulnerable (CEV) to return to school. ▪ MAC Schools will follow all guidelines under local tier restrictions for CEV staff and adhere to NHS recommendations on whether CEV staff should work from home during the lockdowns or when local tier restrictions change. ▪ For schools with Year 6 and below face coverings in communal areas are not mandatory but staff can wear them if they are unable to socially distance e.g. corridors. ▪ In schools where pupils are in Year 7 and above face coverings are to be worn by adults and pupils when moving around the premises, outside of classrooms, | Y | | L |

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| | | <p>such as corridors and in communal areas where social distancing cannot be easily maintained.</p> <ul style="list-style-type: none"> ▪ All schools need to be sensitive to the needs of any pupils or staff who are exempt from wearing face coverings for health reasons. ▪ Advice will be provided on two meter distancing for teaching and support staff, where possible, but if not staff should avoid close face to face contact and minimise time spent within 1 metre of anyone to maintain effective socially distancing. ▪ Larger meetings may still need to be held electronically or in the larger buildings on school sites in smaller groups. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas ▪ The capacity of lifts will be lowered to reduce congestion and contact at all times – if the capacity rules cannot be followed for say SENCO support then staff must wear a mask and eye protection. ▪ Ventilation in enclosed spaces will be increased with doors and windows open to allow air to flow through rooms where possible. ▪ Staff will be reminded to wash their hands before and after using any equipment or use hand sanitizer ▪ Staff are reminded frequently the importance of hygiene (hand washing, etc.), and there is an alcohol gel dispenser in the main areas being used and at each entrance and in classrooms. ▪ All persons are instructed to wash their hands for 20 seconds using soap and water when entering and leaving the site – posters reminding staff of this are in all toilet facilities. ▪ Staff will need to follow any the specific timetables which will include staggered break times ▪ Cleaning stations with antibacterial wipes or disposable cloths and sprays are available for staff to wipe any equipment before use to protect themselves as necessary. | | | |
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| | | <ul style="list-style-type: none"> ▪ Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a telephone is to be shared then a cleaning routine must be followed. ▪ An audit of office space and who uses the offices must be undertaken at all schools to ensure safe working and to in any protective measures where 2 meter social distancing cannot be maintained. ▪ Telephones (incl. mobiles), keyboards and mouse are cleaned with antibacterial products at the end of each day. ▪ Staff keep to the two metre social distancing wherever possible but if this is not possible then staff will be advised to try to keep to at least one meter social distance. ▪ Where this is not possible to keep one meter or more for staff then the following further measures will be taken: <ul style="list-style-type: none"> ○ The exposure time of staff located within one metre distance will be kept as brief as possible. ○ The number of staff involved in these tasks will be minimised using rotas. ○ Sneeze / cough screens to protect staff where necessary. ▪ Workers will work side by side, or facing away from each other, rather than face to face unless sneeze / cough screens are provided as an effective barrier to reduce transmission. | Y | | L |
| 1.3 First Aid/Designated Safeguarding Leads | | | | | |
| <p>The lack of availability of designated First Aiders and Designated Safeguarding Leads may place pupil's safety at risk</p> | L | <ul style="list-style-type: none"> ▪ All staff responsible for First Aid must have up to date certificates. ▪ There are sufficient number of first aid boxes available on site with contents being checked regularly ▪ First Aid staff will be offered a refresher on donning and doffing PPE on a regular basis. ▪ The processes and procedures for PPE MUST be followed. ▪ The MAC have invested in the Educare On line training for all schools to ensure high quality mandatory training is available to all staff in the MAC. ▪ Staff availability for first aid will be constantly reviewed to ensure all schools have sufficient designated first aid staff on site. | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ Continue to remind first aiders to recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. ▪ Make sure an ambulance is on its way. If Coronavirus is suspected, tell them when you call 999. ▪ If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. | | | |
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2. Increasing the number of pupils to allow all year groups to return to the school premises

2.1 Organisation of teaching spaces and communal areas

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| <p>Classroom sizes will not allow adequate social distancing</p> | M | <ul style="list-style-type: none"> ▪ In the secondary school class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, so we will revert to year group sized 'bubbles'. ▪ Where possible schools will keep the class groups consistent and the curriculum has been planned to allow this to happen for core subjects. ▪ For subject options there will be a need to change the class groups but where reasonably possible changes will be kept to a minimum. ▪ Classrooms will be re-organised to allow more pupils to return to school with all desks and chairs facing forwards. ▪ In the Primary schools, it may be possible to keep pupils in the same classrooms and minimise mixing. ▪ Timetables and staffing to secure curriculum delivery for year-groups will be planned in the secondary school, where possible consistent classes will be used, but this may not be achievable to deliver the specialist subjects. ▪ All schools, needing to support larger groups, will implement robust system of controls / information to be able to identify to West Midlands East Public Health Protection Team (0344 225 3560 Option 2 or 01384 679031 Out of hours) who may need to self-isolate. | Y | | L |
| <p>All pupils in all year groups are required to return to school in September</p> | | | | | |

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| | | <ul style="list-style-type: none"> ▪ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ▪ Teaching staff in classrooms will be advised to keep to the two-meter social distancing rule by staying at the front of the class and avoiding contact with pupil. ▪ Staff will need to move between classes and year groups, so they should try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults ▪ It is accepted that younger pupils will not be able to adhere to social distancing at all times but older pupils will be advised that where reasonably possible they need to follow the social distancing rules and behaviour policies have been amended to support this. ▪ The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. ▪ Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work. | | | |
| <p>Large spaces that need to be used as classrooms</p> | <p>L</p> | <ul style="list-style-type: none"> ▪ Set group size limit for large spaces (e.g. hall, sports hall, and dining hall) that match teaching group size. ▪ Large gatherings of pupils, parents and/or staff e.g. assemblies, Parents Evening, Open Evenings are prohibited as is singing indoors. ▪ The Holy Spirit MAC September Opening Plan will use all school premises in the MAC to ensure we have sufficient safe classroom space. | <p>Y</p> | | <p>L</p> |

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| <p>Staff rooms and offices do not allow for observation of social distancing guidelines</p> | <p>L</p> | <ul style="list-style-type: none"> ▪ Staff rooms and offices have been checked, cleaned and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ▪ Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team. ▪ Social distancing signs will be in place in staff rooms to remind staff how to keep safe. ▪ Breaks will be staggered and staff encouraged to use other free rooms in schools to maintain social distancing. ▪ Staff will be encouraged to go home early or arrive late if they have PPA times to reduce overcrowding in staff communal areas. ▪ Each school will provide a list of any free classrooms or areas staff can use when they are not teaching to support social distancing. ▪ Facemasks are mandatory in communal areas where social distancing cannot be maintain for all staff. | <p>Y</p> | | <p>L</p> |
| <p>2.2 Availability of staff and class sizes</p> | | | | | |
| <p>The number of staff who are available is insufficient to safely teach classes in school.</p> <p>Effective home learning schemes and safeguard Pupils needing to self isolate.</p> | <p>H</p> | <ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Staff members who are clinically extremely vulnerable may be able to return to school providing appropriate measures are in place and they have been released from shielding by their clinicians and an individual risk assessment has been agreed. ▪ Staff unable to work on school premises due to their Health Status will support the on-line learning programme for any pupils not in school, who may be self-isolating or who under government advice are not to return to schools. ▪ Staff are made aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic. ▪ All staff have guidance on how to access testing should they or a member of their household show any symptoms. | <p>Y</p> | | <p>L</p> |

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| | | <ul style="list-style-type: none"> ▪ Staff must report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset. ▪ Any staff asked to self-isolate who are well enough will be deployed to teach lessons online and or support any pupils self-isolating. ▪ The Holy Spirit MAC will use all its staff resources to ensure we can safely teach classes in schools. ▪ Teaching assistants and pastoral staff will be used flexibly to supervise classes under the direction of a teacher if required ▪ Senior Leaders will be deployed where necessary to support safe teaching. | | | |
| 2.3 Staff safety when travelling to work | | | | | |
| Staff need to be able to travel safely when attending school | M | <ul style="list-style-type: none"> ▪ Staff have been instructed wherever possible to travel to work alone using their own transport. ▪ If staff have no option but to share transport, they have been instructed to: <ul style="list-style-type: none"> ○ Share journeys with the same individuals and with the minimum number of people at any one time. ○ Use appropriate face coverings as per latest government advice. ○ Ensure good ventilation (i.e. keeping the windows open) and facing away from each other. ○ Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. ▪ Staff will be encouraged to come to work on foot or by bicycle if possible, as an alternative to public transport. ▪ Staff who have to use public transport should try to avoid busy times and wear a face covering as recently advised by the government. | Y | | L |
| 2.4 Testing and tracing to manage anyone with symptoms | | | | | |
| Testing is not used effectively to help manage staffing levels and support staff wellbeing | H | <ul style="list-style-type: none"> ▪ Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ Staff share the outcome of the test with their employer as soon as possible. ▪ When a positive case is identified, all schools will consult with West Midlands East Health Protection Team (0344 225 3560 option2) and follow any specific advice in relationship to the testing of pupils and staff. | | | |
| Mass Testing on Site | | <ul style="list-style-type: none"> ▪ All MAC schools will work with the government and DfE to support mass testing off staff and pupils in secondary schools ▪ The following link provides the initial guidance for schools and the planning is underway: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges ▪ The MAC support the need to identify asymptomatic staff and pupils to reduce the spread of the COVID 19. We will only undertake activity that can be performed safely ensuring staff are fully trained and have all the resources and support required to undertake mass testing. ▪ All mass testing will require consent from staff and pupils. | | | |
| Engaging with the NHS Test and Trace process | H | <p>All Senior leaders will be briefed to ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (see above).</p> <ul style="list-style-type: none"> ▪ From September, all Holy Spirit MAC schools will engage with the NHS Test and Trace processes. <p>Schools will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ▪ Book a test if they are displaying symptoms. ▪ Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. ▪ All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit | Y | | L |

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| | | <ul style="list-style-type: none">▪ Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace▪ Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19 <p>Anyone who displays symptoms of COVID-19 can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Remind staff they are essential workers who have priority access to testing.</p> <p>Comply with the instructions/ advice from PHE on the use of home test kits provided to schools by PHE.</p> <p>Schools will follow all the PHE advice and ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none">• If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.• If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed COVID-19 infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms or test date if no symptoms. Staff or pupils should only return once well enough and their temperature is normal. Staff can return if they only have a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days from contact. | | | |
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| <p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p> | <p>H</p> | <ul style="list-style-type: none"> ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust and the Local Public Health Protection Team will be contacted and their advice followed. | <p>Y</p> | | <p>L</p> |
| <p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p> | <p>M</p> | <ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the induction process and systems are in place to validate understanding. ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners. | <p>Y</p> | | <p>L</p> |
| <p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p> | <p>M</p> | <ul style="list-style-type: none"> ▪ Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. ▪ This guidance has been explained to staff and pupils as part of the training day prior to schools re –opening and a reminder will be issued in the September training day prior to pupils returning in September. ▪ Further guidance will be included in the induction process for new staff. ▪ Senior Leaders will work with Local Public Health Protection Team PHE and follow all guidance when a case has been confirmed in the school. ▪ Schools will also work with the Local Authority to report cases and the number of staff and pupils required to isolate following close contact of someone who has tested positive. | <p>Y</p> | | <p>L</p> |

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| 2.5 Prioritising provision: determining which pupils will be in school, revisiting the needs of the vulnerable pupils and key workers | | | | | |
| The continued prioritisation of vulnerable pupils and the Pupils of critical workers will create 'artificial groups' within schools when they reopen | M | <ul style="list-style-type: none"> ▪ Pastoral and SEND support is deployed wherever possible to support prioritised pupils. ▪ Teaching staff will be working with all pupils to identify any gaps and provide additional catch up support. ▪ Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. ▪ Ongoing risk assessments are in place to identify pupils whose circumstances may have changed during the lockdown to fully support them. ▪ Vulnerable pupils including those with an EHC Plan have been subject to a risk assessment under the LAs guidance for SEND (based on Government guidance) ▪ Pupils who need to develop early learning skills are experiencing emotional withdrawal or anxiety is identified. | Y | | L |
| 2.6 Pupils travelling to and from schools in September | | | | | |
| Pupils need to ensure they are safe when travelling to and from school | M | <ul style="list-style-type: none"> ▪ Wherever possible pupils should consider walking, cycling or private motor vehicle. ▪ All pupils aged two or over should use appropriate face coverings as per latest government advice if travelling on public transport. ▪ PPE bins may need to be available at each gate for removal of disposable masks used for public transport. ▪ Schools should liaise with travel companies to provide advice on which groups of students are returning. ▪ Schools should request from travel companies their risk assessments and arrangements they plan to make to ensure their service is compliant with current guidance on social distancing ▪ Schools may need to help travel companies assess demand by communicating with parents who intend to use the service. | Y | | L |

| 3 Measures to reduce risk of transmission through breaches of social distancing or good hygiene | | | | | |
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| 3.1 Staff induction and CPD | | | | | |
| Staff are not trained in new procedures, leading to risks to health | H | <p>Prior to September opening all MAC staff received refresher training which included:</p> <ul style="list-style-type: none"> ▪ Infection control ▪ Fire safety and evacuation procedures ▪ Constructive behaviour management ▪ Safeguarding ▪ Risk management | Y | | L |
| New staff are not aware of policies and procedures prior to starting at the school when it reopens | H | <ul style="list-style-type: none"> ▪ The MAC has an Induction programmes for all new staff – either online or in school prior to them starting. ▪ The MAC staff policies are issued to all new staff prior to them starting. ▪ The MAC staff policies are being reviewed prior to MAC Schools re-opening. | Y | | L |
| 3.2 Communication planning | | | | | |
| Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | H | <ul style="list-style-type: none"> ▪ Communications plans are in place for the following groups: <ul style="list-style-type: none"> ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals | Y | | L |
| There is a lack of clarity and understanding in maintaining social distancing and good hygiene | H | <ul style="list-style-type: none"> ▪ Some pupils such as nursery and reception are too young to be able to follow signs or instructions so each early years setting will need to be reviewed to limit the risk to staff and pupils. ▪ Clear signage will be in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting good handwashing and 'catch it bin it' rules. ▪ Clear floor markings identify two metre and one metre spaces where pupils, parents or staff are likely to congregate. ▪ One-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building | Y | | M |

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| | | <p>or the external environment, including arrival and leaving procedures.</p> <ul style="list-style-type: none"> ▪ All systems and procedures are checked by Senior Leadership and routinely monitored and reviewed throughout the day. ▪ All drinking fountains need to be made out of use ▪ Ample supplies of paper tissues need to be available in classrooms and follow the catch it bin it, kill it https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf ▪ Lidded or pedal operated bins will be available in every classroom and the pedal and lids will need to be regularly sanitised and emptied following current guidelines to double bag this waste | | | |
| Parents and carers are not fully informed of the health and safety requirements for the reopening of the school | H | <ul style="list-style-type: none"> ▪ The communications plan includes how the MAC are going to inform parents of any changes to procedures and how the MAC will keep parents up to date with information, guidance and the school's expectations on a weekly basis. ▪ Each school has a COVID-19 section on its website and this is regularly updated. | Y | | L |
| Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19 | H | <ul style="list-style-type: none"> ▪ Key messages in line with government guidance are reinforced on a weekly basis via school newsletters and regular communications via emails and texts using Parent Mail and the school's website. | Y | | L |

4 Keeping safe when moving around the school

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| <p>Movement around the school risks breaching social distancing guidelines</p> | <p>H</p> | <ul style="list-style-type: none"> ▪ All sites will have circulation plans subject to regular reviews and revisions. ▪ One-way systems are to be in place where possible to reduce congestion and to support two metre and one meter social distancing. ▪ Corridors are divided where feasible. ▪ Classrooms will be grouped in zones and each year group will where possible remain in the zones to reduce mixing and congestion. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottlenecks are identified and managed accordingly. ▪ Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and utilising any external learning environment that is available. ▪ Pupils and staff are regularly briefed regarding observing social distancing guidance. ▪ Appropriate levels of supervision and guidance are in place ▪ Dedicated outdoor areas will be in place for year groups and staggered break times will be used. | <p>Y</p> | | <p>L</p> |
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4.1 Management of social distancing in the reception area

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| <p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p> | <p>H</p> | <ul style="list-style-type: none"> ▪ No visitors are allowed on the premises without a pre-arranged appointment ▪ Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit ▪ Any visitors or parents must wear a face covering whilst on site in any communal areas, waiting to collect pupils or where social distancing cannot be maintained ▪ Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). ▪ Any reception desks without a barrier will need to have a sneeze/cough clear screen protection. | <p>Y</p> | | <p>L</p> |
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| | | <ul style="list-style-type: none"> ▪ Non-essential deliveries and visitors to school are minimised. ▪ Arrangements are in place for segregation of visitors. | | | |
| 4.2 How we plan to manage the start and end of each day for all pupils | | | | | |
| The start and end of the school day create risks of breaching social distancing guidelines | H | <ul style="list-style-type: none"> ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered at 5 to 10 minute intervals to reduce the risk of pinch points and groups released at pre-arranged intervals. ▪ Entrances and exits will be reviewed and year groups allocated to specific gates to reduce traffic and congestion. ▪ The school day will be adjusted to ensure that the start and end of the day can be safely managed to mitigate breaches of social distancing. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place. ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure pupils are handed over to their parents. ▪ Segregation of groups is considered wherever practicable. ▪ Floor markings are visible where it is necessary to manage any queuing. | Y | | L |
| Pupils and parents gathering at exits and entrances, making social distancing measures difficult to apply | H | <ul style="list-style-type: none"> ▪ Start and finish times are staggered all details are included in each school's individual plan. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times. | Y | | L |

| 4.3 Management of classrooms and teaching spaces | | | | | |
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| <p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures but follows latest Government advice</p> | M | <ul style="list-style-type: none"> ▪ To support all pupils remaining in schools our buildings will not allow pupils to follow social distancing and receive a full and broad curriculum. ▪ Each classroom will be assessed to ensure it is compliant with government guidance with all desks facing forwards. | Y | | L |
| 4.4 Management of movement in corridors | | | | | |
| <p>Social distancing guidance is breached when pupils circulate in corridors but schools will try to mitigate this but accept that transitional passing is unavoidable</p> <p>Lack of control measures at break times for pupils entering the schools.</p> | H | <ul style="list-style-type: none"> ▪ Circulation plans have been reviewed and amended and zones have been created within the school buildings for year groups to reduce mixing. ▪ One-way systems are in operation where feasible. ▪ Corridors are divided where feasible. ▪ Circulation routes are clearly marked with appropriate signage. ▪ Any pinch points/bottle necks are identified and managed accordingly. ▪ The movement of pupils around school is minimised and zones will be used, supported by staggered break times. ▪ Where possible, pupils and staff stay in classrooms or in designated external areas. ▪ Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪ Appropriate supervision levels are in place. ▪ At all times each school will look to use as much outdoor space as possible for activities. ▪ Pupils will line up at the end of breaks in their outdoor areas and will be escorted through the dedicated entrances and zones allocated for each year group. | Y | | L |

| 4.5 Management of social distancing at break times | | | | | |
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| Pupils may not observe social distancing at break times | H | <ul style="list-style-type: none"> ▪ Break times are staggered with fewer pupils using the same spaces at the same time. ▪ Pupils are reminded about social distancing as break times begin. ▪ Social distancing signage is in place around the school and in key areas. ▪ Supervision levels have been enhanced, especially with younger pupils, to support social distancing. | Y | | L |
| 4.6 Management of lunch times | | | | | |
| Pupils may not observe social distancing at lunch times | H | <ul style="list-style-type: none"> ▪ Pupils are reminded about social distancing as lunch times begins. ▪ Grab bags (hot and cold) will be used in each school to reduce the risk to staff and pupils at lunch times and these will be delivered to the classrooms. ▪ Teachers will supervise the first 10 minutes of lunch in classes and grab bags will be provided and schools will ensure all teachers are still able to have sufficient break times. ▪ Pre ordering of food may be a requirement to ensure all students that need a lunch can obtain one safely and that each school has sufficient time for lunch breaks. ▪ Pupils wash their hands using the 20-second routine, before and after eating. ▪ Eating areas are cleaned/ disinfected after lunch and all classrooms will have cleaning stations. | Y | | L |
| 4.7 Management of social distancing and hygiene in the toilets | | | | | |
| Queues for toilets and handwashing risk non-compliance with social distancing measures | H | <ul style="list-style-type: none"> ▪ Queuing zones for toilets and hand washing have been established and are monitored. ▪ A review of how many pupils can use the toilet facilities at any one time – lock facilities and implement a 1 in 1 out system. ▪ Floor markings are in place to enable social distancing. ▪ Pupils know that they can only use the toilet one at a time. ▪ Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ▪ The toilets are cleaned frequently. | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ As an extra precaution, a 5-hour disinfectant spray that destroys coronavirus is being applied each day to the toilet facilities in each school – provided by Safeclean. ▪ Monitoring ensures a constant supply of soap and paper towels all – all hand dryers have been decommissioned to reduce aerosol effect and transmission. ▪ Bins are emptied regularly. ▪ Pupils are reminded regularly on how to wash hands and young Pupils are supervised in doing so. Signage is in place E-bug posters | | | |
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4.8 Safety arrangements for the use of medical rooms

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| The configuration of medical rooms may compromise social distancing measures | M | <ul style="list-style-type: none"> ▪ Social distancing provisions are in place for medical rooms. ▪ Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged ideally these rooms should have a window and allow a supervising adult to be two metres away. ▪ Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff. | Y | | L |
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5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

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| <p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p> | <p>M</p> | <ul style="list-style-type: none"> ▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ▪ All schools to follow the cleaning guidelines: COVID-19: cleaning in non-healthcare settings ▪ Schools are now using bleach to kill the virus and PPE and COSH guidelines are being followed. ▪ Cleaning regimes will be enhanced to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day. ▪ Sufficient supplies of soap/hand wash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space ▪ Common contact surfaces are regularly cleaned in reception, office, workshop, kitchen, access control and delivery areas, particularly during peak flow times <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Hand rails on staircases and corridors ○ Lift and hoist controls ○ Machinery and equipment controls ○ All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices ○ Telephone equipment ○ Key boards, photocopiers and other office equipment ○ Rubbish collection and storage points will be increased and emptied regularly and at the end of each day ○ There will be frequent contact with cleaning providers regarding provisions onsite. ▪ Caretakers are spraying high contact areas with 5-hour disinfectant spray that destroys coronavirus to reduce surface contact transmission. | <p>Y</p> | | <p>L</p> |
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5.2 Hygiene and handwashing

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| <p>Inadequate supplies of soap and hand sanitiser mean that</p> | <p>M</p> | <ul style="list-style-type: none"> ▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered | <p>Y</p> | | <p>L</p> |
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| pupils and staff do not wash their hands with sufficient frequency | | <ul style="list-style-type: none"> ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. ▪ HSE have confirmed hand dryers can now be used if required. ▪ The MAC will share any resources across all schools if we anticipate a shortfall. | | | |
| Pupils forget to wash their hands regularly and frequently | H | <ul style="list-style-type: none"> ▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters E-bug posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person | Y | | L |
| 5.3 Personal Protective Equipment (PPE) | | | | | |
| Provision of PPE for staff where required is not in line with government guidelines | H | <ul style="list-style-type: none"> ▪ Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ▪ The Holy Spirit MAC have centrally procured all PPE for schools from a reputable medical supplier. ▪ Staff who need to use PPE (e.g. SEND intimate care; First Aid, receiving/handling deliveries; cleaning staff) had guidance for use of PPE and refresher training will be given on the training day prior to opening the schools. Such instruction will include: <ul style="list-style-type: none"> ○ How to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely). ○ PPE supplies are to be double bagged and stored securely for 72 hours, after that time they can be put in the general waste. ▪ Re-usable PPE will be thoroughly cleaned after use and not shared between workers. ▪ Single use PPE will be disposed of so that it cannot be reused. | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing. | | | |
| 6. Curriculum organisation | | | | | |
| Pupils may need to re-socialise and familiarise with new routines | H | <ul style="list-style-type: none"> ▪ The priorities for young pupils currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading. | Y | | L |
| Pupils may have fallen behind in their learning during the school closure and achievement gaps will have widened | H | <ul style="list-style-type: none"> ▪ Gaps in learning are assessed and addressed in teachers' planning. ▪ Home and remote learning is continuing for any pupils that may need to self-isolate ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning. ▪ The autumn term curriculum will restrict practical aspects of subjects and focus on straightforward quality teaching and assessment. ▪ Marking and feedback will resume and teachers should ask pupils to bring books to the front of the class and to be handed to them whilst maintaining a 1 meter distance rather than teachers walking round and collecting them (avoid pupils queuing) | Y | | L |
| Pupils moving on to the next phase in their education do not feel prepared for the transition | H | <ul style="list-style-type: none"> ▪ The Holy Spirit MAC will continue to provide Year 6 transition for all feeder school pupils to support pupils when they commence Year 7. ▪ On line communications have been developed to support Year 6 pupils and parents to prepare pupils fully for the next phase of their education. ▪ Pastoral staff will speak with pupils and their parents about the next stage in their education and resolve any issues. | Y | | L |
| Government requires all schools to deliver the full range of curriculum subjects and students to receive specialist teaching | H | <ul style="list-style-type: none"> ▪ This requirement has a direct impact the need to reduce mixing and keeping pupils in set bubbles and dedicated classrooms especially in the secondary school. ▪ The curriculum is being reviewed to minimise contact between individuals and maintain social distancing wherever possible but this is a challenge that curriculum planners are working through. | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021. | | | |
| <p>Online or home learning may need to continue for some pupils, running alongside return to school for other pupils. Plan this for contingency if a second wave or a local outbreak of COVID necessitates school closure.</p> | M | <ul style="list-style-type: none"> ▪ Make sure teacher workload is managed well. ▪ Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools will provide online learning. ▪ All MAC Schools are expected to consider how to continue to improve the quality of their existing curriculum, for example through technology, and have a strong offer in place for remote education provision. ▪ The Government guidance has provided reasonable expectations which MAC schools will follow: <ul style="list-style-type: none"> ○ to set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects. ○ set work that is of equivalent length to the core teaching pupils would receive in school, and as a minimum: <ul style="list-style-type: none"> ▪ primary: 3 hours a day, on average, across the school cohort ▪ secondary: 4 hours a day, with more for pupils working towards formal qualifications this year | Y | | L |

7. Enhancing mental health support for pupils and staff

7.1 Mental health concerns – pupils

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| <p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p> | H | <ul style="list-style-type: none"> ▪ There are sufficient numbers of trained staff available to support pupils with mental health issues. ▪ There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ▪ Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). | Y | | L |
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| | | <ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. | | | |
| 7.2 Mental health concerns – staff | | | | | |
| The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | H | <ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. All Holy Spirit MAC staff have access to Care First, an anonymous service that provides free advice, guidance and counselling to all employees 24/7 Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. | Y | | L |
| 7.3 Bereavement support | | | | | |
| Pupils and staff are grieving because of loss of friends or family | M | <ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team Support is requested from other organisations when necessary. | Y | | L |
| 8 Governance and policy | | | | | |
| 8.1 The role of Governors/Education Standards Committee | | | | | |
| Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. | M | <ul style="list-style-type: none"> The governing body continues to meet regularly via online Zoom meetings. The governing body agenda is structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principals report to ESC members communicating how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those ESC members with designated responsibilities is in place. Minutes of all governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. | Y | | L |

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| Governors are not fully informed or involved in making key decisions | L | <ul style="list-style-type: none"> ▪ Online Zoom meetings are held regularly with foundation directors to review the MAC plans. ▪ The Holy Spirit MAC Board is involved in key decisions and has agreed the Holy Spirit MAC September Opening Plan. ▪ All the Education Standard Committees are being briefed regularly on the latest government guidance and its implications for the school. | Y | | L |
| 8.2 Policy review | | | | | |
| Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances | M | <ul style="list-style-type: none"> ▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions. | Y | | L |
| 9. Other operational issues | | | | | |
| 9.1 Review of fire procedures | | | | | |
| Fire procedures are not appropriate to cover new arrangements | L | <ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • For the increase in staff and pupil numbers. • Additional training is available for Fire Marshalls on Educare • Social distancing rules during evacuation and at muster points. • Possible need for additional muster point(s) to enable social distancing where possible. • Where fire doors are kept open to minimise contact with door handles and plates, staff must ensure that they are closed at the end of the day and during the day when the area will not be used for a long period. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. | Y | | L |

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| Fire evacuation drills - unable to apply social distancing effectively | L | <ul style="list-style-type: none"> Plans for fire evacuation drills are in place, which are in line with social distancing measures. | Y | | L |
| Fire marshals absent due to self-isolation | L | <ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | Y | | L |
| 9.2 Free school meals | | | | | |
| Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school | M | <ul style="list-style-type: none"> The Holy Spirit MAC has throughout the pandemic operated its own internal foodbank to ensure that all families in the MAC in need are provided with food or vouchers for food. The MAC community has a Just Giving Website that is continually raising funds to ensure we are able to feed those in need. A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. | Y | | L |
| 9.3 Ensuring staff work safely and comply with GDPR regulations whilst working at home | | | | | |
| Working from home – access, data breaches | M | <ul style="list-style-type: none"> Staff are able to contact the IT team for support – Mobile telephone numbers provided plus system for reporting IT issues is still available. Staff are able to contact the CFO for GDPR guidance (Mobile 07488 358949). GDPR Training is provided by the Educare the on line training package the MAC have purchased. | Y | | L |
| 9.4 Contractors working on the school site | | | | | |
| Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | M | <ul style="list-style-type: none"> Depending upon the local tier restrictions and tier level schools will adhere to Government advice and visitors on site will be kept to a minimum, only essential visits will be allowed. Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. | Y | | L |

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| | | <ul style="list-style-type: none"> ▪ An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ▪ Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. ▪ Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ▪ Social distancing is being maintained throughout and any such works where this is not possible are reviewed to determine if necessary. ▪ In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). | | | |
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9.5 School staff and delivery employees

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| Post and packaging / deliveries | M | <ul style="list-style-type: none"> ▪ A box of disposable gloves is provided to staff handling deliveries ▪ Keep a two meter distance from the delivery person ▪ Where loading and offloading arrangements on site will allow it, drivers will be asked to remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials ▪ Delivery persons are asked to place the goods on a bench or floor by the goods-in door. ▪ Staff should not sign for receipt of goods and only if absolutely necessary then gloves must be worn. ▪ Staff have been instructed to place delivery notes in the relevant tray and if it needs to be touched again within a 48-hour period then gloves must be worn. ▪ Parcels and letters are to be wiped down with alcohol wipes and only opened if wearing gloves ▪ All packaging / opened envelopes will be discarded promptly in the applicable bin ▪ Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents | Y | | L |
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| | | of parcels and to wash hands thoroughly after finishing task. | | | |
| 9.6 School trips and travelling for work | | | | | |
| Travelling for work purposes and school trips | M | <ul style="list-style-type: none"> ▪ Only schools critical visits are allowed between school sites; all non-essential travel will be cancelled. ▪ Staff travelling to school or between school locations are instructed to travel alone. ▪ If staff have no option but to share a vehicle, then they have been instructed to: <ul style="list-style-type: none"> ○ Share with the same individuals and with the minimum number of people at any one time ○ Wherever possible maintain a distance of two metres and avoid touching their faces ○ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey ○ Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle ○ Wear a face covering as recently advised by the government. ▪ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces that may be touched during the journey. ▪ The MAC schools are following government advice and there will be no school trips or visits in the autumn term. ▪ All current trips have now been cancelled and refunds made to all parents. ▪ Schools will await further advice before organising future school trips. | Y | | L |

Resources and references:

| All Guidance | |
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| <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p> <p>https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</p> <p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p>Guidance for full opening of schools</p> <p>Guidance for full opening of special schools and other specialist institutions</p> <p>Guidance for further education and skills providers</p> <p>Guidance for early years and childcare providers</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>Covid-19-decontamination-in-non-healthcare-settings</p> <p>staying at home and away from others (social distancing)</p> <p>Health and safety risk checklist for classrooms</p> <p>E-bug posters</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> |

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

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|----------------------------------|--------------------|-------|----------|
| Initial Review Date | 01.09.20 | | |
| Assessor's Signature | J Sewell / S Smith | Date: | 01.09.20 |
| Signature of Responsible Manager | J Sewell | Date: | 01.09.20 |

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| Next Review Date | 21.09.20 | | |
| Assessor's Signature | Principals Committee | Date: | 21.09.20 |
| Signature of Responsible Manager | J Sewell | Date: | 21.09.20 |

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|----------------------------------|----------------------|-------|----------|
| Initial Review Date | 05.11.20 | | |
| Assessor's Signature | Principals Committee | Date: | 05.11.20 |
| Signature of Responsible Manager | J Sewell | Date: | 05.11.20 |

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|----------------------------------|----------------------|-------|----------|
| Initial Review Date | 04.01.21 | | |
| Assessor's Signature | Principals Committee | Date: | 04.01.21 |
| Signature of Responsible Manager | J Sewell | Date: | 04.01.21 |

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| Initial Review Date | 2 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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|----------------------------------|------------------------------|-------|--|
| Initial Review Date | 6 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

