

RISK ASSESSMENT FORM

Workplace	Chailey	Likelihood (L)	X	Severity (S)
Department	Other - O2	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Janine Slade	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Coronavirus COVID-19 Preparation for full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date	16 th October (updated from 24 th September 2020)	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Well being of staff, students, visitors and contractors	Low = 1-8		Medium = 9-14 High = 15-25

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed case:

- **If schools are notified of a positive COVID19 test result for a member of staff or a pupil, contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

2 or more Confirmed cases in same group/class:

- **Contact PHE SE HPT on 03442253861**

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What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
<p>Summary:</p> <p>COVID-19 is a new illness that can affect the lungs and airway. It's caused by a type of virus called Coronavirus. Coronavirus spreads when an infected person coughs small droplets – packed with the virus – into the air. These can be breathed in, or cause an infection if you touch a surface they have landed on and then touch your eyes, nose or mouth.</p> <ul style="list-style-type: none"> The safety of our staff, students and community is our utmost priority and the following measures are being taken to help prevent the spread of the coronavirus and ensure staff and students feel safe in school. The school has used government guidance to inform this risk assessment : implementing protective measures in education and childcare settings as well as the latest DfE guidance for full opening from September <p>This risk assessment also seeks to address the Priorities from Government Guidance as follows:</p> <ul style="list-style-type: none"> Minimise risks to all within school – minimising contacts and maximising distancing Importance of social distancing staff to staff, staff to students and then student to student Maintain broad and balanced curriculum for vast majority of students 									
1	Lack of Social Distancing - General resulting in direct transmission of virus	Pupils Staff Visitors Contractors <ul style="list-style-type: none"> All students and staff to wear face coverings in communal areas (unless there is a medical reason not to do so) following Government guidance on face coverings in Educational Settings Pupils, parents/carers and visitors, such as suppliers, must not enter the school if they are displaying any symptoms of the coronavirus following the: COVID-19: guidance for households with possible coronavirus infection) Behaviour Policy updated to include sanctions around Social distancing, ratified by Governing Body and parents and students informed following guidance published in: Preparing for the wider opening of schools from 1 June: Annexes A-C 	3	2	6				

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			<ul style="list-style-type: none">• Parents discouraged from attending site – all meetings by phone or virtual• No new trips/events to be organised for 2020 until further notice• Staff to ensure social distancing in school and in work areas and staffrooms• Encouragement of meetings using “Teams” within school• All staff to have risk assessment by prior to coming 1st September into school after that date• All staff to take responsibility for their own Health & Safety and that of students in their care• All staff to report any concerns around systems in place as a matter of urgency to a member of SLT• All student work in school will be either self-marked or submitted electronically with encourage of the use of visualisers in each room• Guidance for essential visitors/contractors displayed at main entrance• Visitors signed in by school receptionist staff and must wear their own identification or clothing with company brand• Evacuation procedures updated to ensure social distancing and in place and issued/available to all staff• First Aid kits available in practical classrooms for students to self-administer plasters (to reduce close contact)• All students and staff to wear face coverings in communal areas (unless there is a medical reason not to do so)							
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			<ul style="list-style-type: none"> following Government guidance on face coverings in Educational Settings Students kept in Year groups Site closed at 4.45pm to allow effective cleaning and minimise staff contact 						
2	Lack of Social Distancing - School Transport resulting in direct transmission of virus		<ul style="list-style-type: none"> Parents/Students encouraged not to use Public transport if possible Ensure parents/carers are aware of guidance around public transport : See Coronavirus (COVID-19): safer travel guidance for passengers and also DfE Guidance for full opening – Section 2 East Sussex Transport to liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedure East Sussex transport responsible for issuing social distancing guidance and risk assessments for buses School working with East Sussex Transport to minimise risks 	3	2	6			
3	Lack of social distancing at start and end of school day resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Members of SLT to cover bus duties at start and end of the day to ensure distancing and minimise staff contact Supervising of staggered disembarkment from buses At end of day KS4 to access buses 5 minutes before KS3 Students to go straight to their classrooms for lesson 1 and registration taken at the start of the lesson Parents dropping off/collecting students must not leave their vehicles All students and staff to wear face coverings in communal areas (unless there is a medical reason not to do so) following Government guidance on face coverings in Educational Settings 	3	2	6			

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			<ul style="list-style-type: none"> All appointments to school must be arranged in advance Social distancing rules for students displayed and explained and shared with staff and parents 						
4	Lack of social distancing in corridors resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> All students and staff to wear face coverings in communal areas (unless there is a medical reason not to do so) All staff and students to keep a distance from each other Support staff requested not to access corridors during lesson change overs TA's to leave lessons 5 minutes before student to avoid corridor space with students Students to move between lessons and staff to stay in their classrooms where possible Directional signage by way of arrows and circles on floors with 2 metre reminders to highlight directions of travel and distancing. One-way system around school where possible 2 metre markers to indicate distancing around the school at areas where queuing is necessary Social distancing rules for students displayed and explained and shared with staff and parents All classroom, toilet and communal doors in use to be wedged open at the beginning of the school day when school is occupied to prevent unnecessary touching of surfaces. In the event of an emergency evacuation staff in these areas to take responsibility to close doors. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied Students not used as messengers 	3	2	6			

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			<ul style="list-style-type: none"> Walkie Talkies given for improved communication – SLT member on duty (channel 1), Temp Block (Channel 2), School Business Manager (Channel 3), Main Office (Channel 4), One member of Site team (Channel 5), ICT Technician (Channel 6) (6 in total) to allow for communication as necessary. Wiped down after use. One student to toilet at a time Rota in place for students leaving lessons 							
5	Lack of social distancing in classrooms resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> All doors to be wedged open at the beginning of the school day when school is occupied to prevent unnecessary touching of surfaces. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied Social distancing rules for students displayed and explained and shared with staff and parents Desks facing forwards in classrooms where possible Students with SEND - Teaching Assistant allocated to Year groups/Specific students where possible. Seating plans to be used to ensure TA can support while socially distancing. Plan puts students who need TA support near the side where there is space for a TA to support at a distance TA to leave classroom 5 minutes before students to avoid corridor space with students Teachers areas marked out to provide a 2-metre social distancing away from students. Students not to cross the line 	3	2	6				

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			<ul style="list-style-type: none"> • All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser and a paper towels/cloth to clean hands and surfaces as needed including before leaving the site • Teachers must ensure shared surfaces including student desks are wiped down between lessons using surface spray and blue paper towel provided. • Wipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc • Contract Cleaners to carry out daily, thorough cleaning that follows national guidance • Separate risk assessments in place for PE, Art & Technology and Science • No singing, wind and brass playing in large music groups or assemblies • Identical seating plan across lessons shared with all staff • Paired working (not group work) in place • Teachers/TA's provided with face visors on request • Contract cleaners to wear face masks between 4-6pm when staff are on site and not to access occupied classrooms 							
6	Lack of social distancing during break resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Students asked to wash hands before break as well as following hygiene guidelines for washing hands and at more regular intervals if necessary • During break staff allocated to supervise toilet areas • Social distancing rules for students displayed and explained and shared with staff and parents 	3	2	6				

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			<ul style="list-style-type: none"> • Only one “brunch break” during school day • Canteen staff following Government guidance re social distancing/hygiene • Canteen staff to deliver break food direct to classes/brunch areas • Students to be closely supervised to ensure social distancing is observed • Reval machines covered and sign put up to show out of use. Canteen accounts should be topped up on ParentPay at home of if cash is brought in taken directly to canteen to load onto account. • No sharing of food • Students use nearest toilet facilities • Students assigned outside area for break and asked to adhere to social distancing • Staggered break times across Key Stages to reduce contact • Year groups assigned own areas for breaks • Limit number of bins in canteen and outside areas to reduce number requiring emptying 						
7	Lack of social distancing using toilets and poor hygiene and Health & Safety practice	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • All staff, students and visitors to follow NHS guidance on washing hands: guidance on hand cleaning • Hand sanitiser and soap supplied in toilet facilities • Follow Government guidance on washing hands with soap and water for at least 20 seconds 	3	2	6			

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			<ul style="list-style-type: none">• Only one adult in the toilet at a time.• Students use nearest toilet facilities• During break staff allocated to supervise toilet areas• Site staff to clean toilets regularly during the day • Hand dryers taken out of use and replaced with auto dispense paper hand towels • Staff and students encouraged to keep good hygiene practice including coughing or sneezing into tissues, dispose of immediately into lidded bins and wash hands• Tissues available in all working classrooms and hall• Pedal bins in all rooms, double bagged, for disposal of all general waste including tissues and blue paper towels• Drinking Fountains in use – Students reminded to hand sanitise before/after use and all students/staff encouraged to bring in own water bottles • Posters displayed in toilets and throughout the school to remind students, staff and visitors to wash their hands• Hand Sanitisers at main reception areas and must be used before entry into school • Handrails and door handles on an increased programme of cleaning by site team • Parents to provide personal hand sanitiser for their child if possible • Students asked to wash hands before break as well as following hygiene guidelines for washing hands and at more regular intervals if necessary							
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			<ul style="list-style-type: none">• Hand Sanitiser units installed outside classrooms where possible and pump action hand sanitisers provided as necessary• Premises staff to check and ensure all dispensers are stocked at the start of the school day• All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser and a paper towels/cloth to clean hands and surfaces as needed including before leaving the site• Antibac Wipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc• Contract Cleaners to carry out daily, thorough cleaning that follows national guidance• Contract Cleaners and school staff to follow the Government's: COVID-19 cleaning of non-healthcare settings guidance• All doors to be wedged open by site team/staff member at the beginning of the school day when school is occupied to prevent unnecessary touching of surfaces. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied• Maths block and main building lift used one at a time only – hand sanitiser used on entry and exit or wiped down before and after on touch points.• Windows recommended to be opened in the classrooms/areas that are in use• Alcohol rub hand sanitiser for staff personal use only available on request (students must not have access to this)• Site team following Government guidance on Health & Safety measures for managing school premises:							
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			Managing school premises during the coronavirus outbreak							
8	Contact of shared resources/areas resulting in indirect transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> All classrooms decluttered to minimise contact and where possible soft furnishing removed Students laptops must be wiped down after use and put away in laptop trolley by student (supervised) Students assigned own computer station in Computing Suite and Tech 3 All rooms supplied with Blue towel, sanitiser, tissues and gloves for cleaning Personal belongings to be kept with students at all times Students bring in own stationary and do not share Text books can be used and shared but should be cleaned regularly and where possible use of e-books is recommended Lessons planned so resources are individual and not shared (or on whiteboard) Students encouraged to wash hands with soap before and after lessons Tables, door handles and other surfaces wiped down by staff in room at end of day and again by contract cleaners each night. Site team to use spray atomisers at break times to clean all classrooms 	3	2	6				

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			<ul style="list-style-type: none"> • Site team have regular programme during school day of wiping down common areas – stairs, door handles, hand sanitiser units etc • Staff to bring in their own cup/cutlery etc for personal use and take home at the end of the day. • Staff and students reminded to ensure social distancing in all communal areas • Staff to wipe down any areas they have been in contact with before leaving room • Small staff kitchen has vacant/in use sign to prevent more than one member of staff in at a time. NO students allowed • Staff to wash hands before and after handling tea, coffee, fridge doors etc to prevent cross contamination • Reprographics room has vacant/in use sign to prevent more than one member of staff in at a time. • Use of photocopiers limited to essential use only to minimise cross contamination and must be wiped down after each use with wipes supplied 							
9	Risk of infection due to lack of cleaning	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser, gloves and a paper towels/cloth to clean hands and surfaces as needed including before leaving the site • AntibacWipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc • Contract Cleaners to carry out daily, thorough cleaning that follows national guidance • Contract Cleaners and school staff to follow the Government's: COVID-19 cleaning of non-healthcare settings guidance 	3	2	6				

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			<ul style="list-style-type: none"> Contract Cleaners (Nviro) own risk assessment available Site team to use spray atomisers at lunchtimes to clean all classrooms Site team have regular programme of wiping down common areas – stairs, door handles, hand sanitiser units etc Staff encouraged to wipe down their personal belongings before leaving site with touch sanitiser or antibac wipes e.g mobile phones, badges, keys. Site closed at 5.30 to allow effective cleaning 						
10	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Staff do not need to self-isolate if they have been with an unwell child, unless they begin to show symptoms For any staff member or pupil who feels unwell, check their temperature and for other recognised symptoms of COVID-19. All First Aiders issued with own PPE First Aiders must wear PPE when dealing with students/staff requiring close contact treatment to include aprons, gloves, goggles and/or face shield Any student or member of staff who display signs of being unwell with virus symptoms should be isolated immediately and sent home and Head Teacher advised Medical Room bin double bagged and system in place to hold for 72 hours prior to disposal if suspected case Meeting Room/Medical room deep cleaned by site team after student has been collected by 	2	3	6			

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			<ul style="list-style-type: none"> • Student must wait to be collected outside in fresh air if possible, if not must remain in medical room or meeting room with door closed and with window open until collected. And follow: • COVID-19: guidance for households with possible coronavirus infection • A COVID-19 test should be arranged by parent/member of staff and the result reported to the school as soon as possible • If positive result students/staff who have been in close* contact with the person should self-isolate for 14 days since last contact • If the school is notified of a positive COVID19 test result for a member of staff or a pupil, contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. • The school will then take actions following the guidance of the PHE Health Protection Team. • The school will alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk • 2 or more Confirmed cases in same group/class: Contact PHE SE HPT on 03442253861 				<p>*Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car, with an infected person 			
11	<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p> <p>DfE Guidance for full opening – schools Section 2</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Government guidance - Coronavirus-covid-19 implementing protective measures in education and childcare settings</p> <p>Refer to updated Government guidance on protecting people who are clinically extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-</p>	2	3	6				

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			<p>from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none">• Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) can go to work from 1st August as long as the workplace allows for social distancing. Advice can be found in guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19• Those who are clinically vulnerable and/or pregnant staff should follow this guidance: clinically-vulnerable, including pregnant women – those strongly advised to social distance in the original guidance are to work in school adhering to strict social distancing from colleagues and students• Individual Risk assessments for all staff identified as clinically vulnerable undertaken• Those living with those that are clinically vulnerable can attend school and work with students and adults adhering to this risk assessment• Any member of staff who displays signs of being unwell with virus symptoms must immediately be sent home and Head Teacher advised.• Any member of staff who displays symptoms while at home must immediately advise head teacher and request coronavirus test• Advised to see GP if you have underlying medical conditions and are concerned• Follow Government advice to self-isolate if you have a new persistent dry cough and/or fever and request testing <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>						
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			<ul style="list-style-type: none"> SLT to frequently remind staff of their responsibility to follow the control measures on this risk assessment and report any concerns 						
12	<p>Risk of transmission to clinically vulnerable pupils through direct and indirect transmission of the virus</p> <p>DfE Guidance for full opening – schools Section 2</p>	All members of school community	<ul style="list-style-type: none"> Communication to parents regarding government guidance of expectations that all students to return in September 2020. See current advice on shielding Communication to parents of control measures in school Provision in place for any pupil unable to attend school because they are complying with clinical and/or public health advice to be able to access remote education 	3	2	6			
13	<p>Infectious Diseases – Coronavirus symptoms - Lack of awareness of up to date advice/guidance</p>	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Headteacher issuing current guidance and Government advice as and when necessary: See government guidance and Guidance for full opening: schools Updates to all staff and parents as necessary School keeps up to date with advice issued by, but not limited to, the following: DfE, NDH, Department for Health & Social Care, Local Authority, Unions All staff and families given up-to-date information about testing and tracing If a member of school community tests positive for Coronavirus Government guidance followed and whole school community informed 	2	3	6			
14	<p>Contact with potential Coronavirus carriers/exposure to asymptomatic transmission</p>	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Refer also to 9 above All external meetings cancelled and scheduled using Microsoft Teams No External visitors except those agreed by a member of SLT and only for necessary works where school safe distancing measures are implemented 	2	3	6			

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			<ul style="list-style-type: none"> • All First Aiders issued with own PPE • First Aiders must wear PPE when dealing with students/staff requiring close contact treatment to include aprons, gloves, goggles and/or face shield • Parents discouraged from attending site – all meetings by phone or virtual • All staff and families given up-to-date information about testing and tracing • If a member of school community tests positive for Coronavirus Government guidance followed and whole school community informed • See also 1-13 above 							
15	Lack of Welfare of students – including anxiety mental health, safeguarding and vulnerable students	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Pupils who live with someone who is extremely clinically vulnerable in place in line with Government guidance: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance must adhere to socially distancing rules • Regular Parent and Student surveys around wellbeing to identify needs prior to increased opening • Daily PowerPoint to reassure students • Video from well-being leads in school • Daily PSHE lesson • Flexible return to school for students with high anxiety • Informal assessment of student well-being by teachers • Amended behaviour policy to ensure sanctions are in place re new measures around Coronavirus 	2	3	6				

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			<ul style="list-style-type: none"> • Support from nursing service available • Posters displayed in corridors advising where to get help/support • Information available of website signposting help/support • Support for mobility issues in place • Pastoral Staff and TA's to contact vulnerable students for welfare checks once or twice weekly where appropriate. Weekly logs kept and monitored. DSL's monitoring Myconcern and all staff to use Myconcern remotely as necessary • Behaviour policy updated to consider impact of COVID-19 on wellbeing of young people and need for social distancing • Deputy DSL to deal with day to day safeguarding concerns • Lead DSL to monitor and deal with any serious safeguarding concerns. • TA trained in role of supporting DSL • Wellbeing leads available by email • SSM available for any welfare issues 							
16	Lack of Welfare of staff – including anxiety mental health, safeguarding and vulnerable	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Regular Staff surveys around wellbeing to identify needs prior to increased opening • Governors responsibility to ensure good staff welfare in place • Staff counselling service available • At least one member of SLT on site every day for staff to share concerns with • SLT to monitor staffing and ensure safe staffing levels at all times 	2	3	6				

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		<ul style="list-style-type: none"> • Social distancing adhered to in designated staff areas • Use of virtual Team meetings where possible • Staff encouraged to leave site ASAP after students initially and kept under review • Up to date medical information held and noted • Procedures and precautions reiterated to relevant staff • Planned work activities for staff unable to attend school due to self-isolating • Organisation of self-isolatng staff to work from home • Vulnerable staff to ensure social distancing is followed in school and PPE worn if required • Staff identified as vulnerabe to have COVID risk assessment in place 							
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

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Signature and review//

Name of Manager:	Janine Slade	Signature of Manager:	JM Slade	Date:	18/05/2020
1st review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	15/7/2020
2nd review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	01/09/2020
3rd review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	16/10/2020