



RISK ASSESSMENT FORM

Workplace	Blackboys School	Likelihood (L)	X	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Mr Sullivan	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	Preparing for the full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date	21/8/20	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	School fully open	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 3 July 2020.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

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.
- Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- 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

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
1.	Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff	<ul style="list-style-type: none"> Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. GS appropriately up-to-date with the DfE full return to school guidance. See Guidance for full opening – schools Provide regular updates for governors. See Guidance for full opening – schools LS and RJ office roles undertaken from home Consider travel and parking arrangements for staff in line with social distancing guidelines SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term. GS receiving Weekly Wednesday bulletin. Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. 	2	2	4	<ul style="list-style-type: none"> Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. 	1	2	2

			<ul style="list-style-type: none"> • Tell any visitors, such as suppliers, and workers on Interactive Screens and Boiler Project not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Follow the Government's COVID-19 cleaning of non-healthcare settings guidance • Maintain staff signing-in arrangements to ensure social distancing and hygiene <i>using board in Reception area</i> • Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak 							
2.	<p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>	All members of school community	<p>2a. Pupils:</p> <ul style="list-style-type: none"> • Communication to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. 	2	4	8	<p>2a. Pupils:</p> <p>N/A @ Blackboys but..... Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> • pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current 	2	3	6

			<p>2b. Staff:</p> <ul style="list-style-type: none"> • Employer health and safety and equalities duties –follow steps in DfE Guidance for full opening – schools Section 2 • Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. GS has explained to all staff the measures we are proposing putting in place and involve all staff in that process at INSET Day 10/7/20 • Ensured extra mental health support for pupils and teachers is available via Talkspace • Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible by using phone and email communications in the first instance. • Volunteers not to be mixed across Key Stage groups, and they should remain 2m from pupils and staff where possible 			<p>advice on shielding</p> <ul style="list-style-type: none"> • reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September • Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. <p>N/A to Blackboys but.....Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> • Request parents discuss their child’s care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health. • Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September 			
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			<ul style="list-style-type: none"> GS to conduct individual staff risk assessments for COVID-19 in line with the latest guidance, focussing on shielding, clinically vulnerable, pregnant, staff who may otherwise be at increased risk from COVID-19 (including BAME) and People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace 							
3.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <p>Useful planning resources:</p> <ul style="list-style-type: none"> DfE Guidance for full opening of schools – section 1 <i>The LA model recovery plan will be updated for full reopening in September shortly and published via the message board</i> 	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p><i>(i) Movement around the School site,</i></p> <p><i>(ii) General classroom activities,</i></p> <p><i>(iii) Playground activities,</i></p> <p><i>(iv) Play equipment</i></p> <p>Context: <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of</i></p>	3	2	6	<p>3a – Pupils</p> <ul style="list-style-type: none"> Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) <p>3b – Staff</p> <ul style="list-style-type: none"> Refresh timetable to review 	2	2	4

these groups.

3a – Pupils

- Create and staff September teaching groups in line with guidance. Children will maintain class, and at the most, Key Stage groups.
- Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE [Guidance for full opening – schools](#)
- Parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school.
- Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on [safe working in education, childcare and children's social care](#)

activities that can take place outdoors and reduce movement around the school buildings

- Ongoing leadership support for any emerging anxiety and/or wellbeing issues

3c – Buildings & resources

			<ul style="list-style-type: none">● Toilet arrangements in line with guidance for each group● Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups. Use of Talkspace.●● Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:<ol style="list-style-type: none">1. arrival to school2. returning from breaktime3. before & after eating4. when they change rooms● Review Behaviour Policy in line with DfE Guidance for full opening – schools Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex</i>						
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			<p><i>needs</i>). Contact between groups should be avoided. GS to lead on this during first assembly (via Zoom) and monitor.</p> <ul style="list-style-type: none">• Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. This will be done by Classteachers.• Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.• Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time. Initially supported in class then there is capacity to refer to Talkspace.• Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools . SL to monitor							
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- Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. No EHC pupils at Blackboys

3b – Staff

- Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – [see Section 1 Prevention point 5](#)
- When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups and Key Stage groups when outside or having lunch in the hall.
- Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times. Downstairs kitchen available for drinks as well as staffroom. 1 person in each office at any one time.
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- Plan to support pupils with SEND with any specific help and preparation they may

			<p>need to adapt for the changes to routine from September. SL to lead.</p> <ul style="list-style-type: none">• Staff understand that they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff)• Staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone.• Reinforcing learning and practice of good hygiene habits through games, songs and repetition• Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact. Assemblies will take place via Zoom in classrooms. Key Stage 1 and 2 staggered playtimes and lunchtimes. Staggered recommended entry and exit time to school. Children go straight to their classrooms.							
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- If remote education becomes applicable from September then we use Oak National.
- Review the NHS [guidance on hand cleaning](#) – see section for pupils above

3c – Buildings and resources

- Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in [Legionella risks during the coronavirus outbreak](#). JL has completed this.
- Classrooms and other areas deep cleaned. Nviro in w/b 24/8/20
- Arrange furniture to allow for seating pupils side by side and facing forwards where possible.
- Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible. Class 1 and 2 to use fire exits in classrooms.

			<p>Staff to lead their class around school to limit contact and congestion.</p> <ul style="list-style-type: none">• Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Plan with site staff to ensure they are regularly cleaned along with all touched surfaces. A pressure sprayer has been purchased alongside disinfectant to spray PE equipment etc.• Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance• Ensure kitchens are fully open from the start of the autumn term and comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. GS in contact with Chartwells over the summer.• Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (Ensure fire safety & safeguarding - The holding								
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			<p>open of fire doors without out the use of approved hold open devices is not permitted)</p> <ul style="list-style-type: none"> • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Thorough cleaning of rooms and equipment at the end of each day and between use by different groups 							
4.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<ul style="list-style-type: none"> • SLT lead: GS • In autumn term resume taking the attendance register and following up any absences in line with statutory guidance • School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. • Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and 	3	2	6	<ul style="list-style-type: none"> • Reviews of site safety in the light of windows and doors being open to aid good ventilation. • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning 	2	2	4

			<p>pupils must be encouraged to clean their hands thoroughly after using the toilet. Toilets will be cleaned thoroughly at the end of each day and handles wiped at lunchtime.</p> <ul style="list-style-type: none">● Share updated fire evacuation information with all staff during INSET Day 3/9/20.● Share updated fire evacuation information with children during second Assembly 7/9/20● Share lockdown procedures with all staff during INSET Day 3/9/20.● Follow revised lunch and break rotas to ensure safe movement around school● Children to seek permission to use toilets to ensure staff know where children are at all times● High expectations of how children move around school upheld by all members of staff● Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.							
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5.	<p>Risk of transmission between parents and pupils during school drop-off and collection times</p>	<p>All members of the school community</p>	<p><i>The following control measures are in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> ● Communication sent to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule ● parents/carers and pupils informed their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact ● Parents and carers encouraged to not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). ● GS, RB or HS supervision of drop off and collection 	2	2	4	<ul style="list-style-type: none"> ● Review and revise drop off and pick up protocols as necessary to minimise social contact 	2	2	4
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> ● Current government guidance states, "<i>Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.</i>" 	2	2	4	<ul style="list-style-type: none"> ● Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. ● A copy of the COVID-19 specific risk assessment for 	2	2	4

			<ul style="list-style-type: none"> ● Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements ● Contractors aware of any changes to school day – e.g. staggered lunchtimes ● Minimise any visitors to the school and clear messages shared about social distancing procedures for adults ● Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible. Children can be taken to the gate where necessary. ● Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school ● Existing Reception layout is compliant with social distancing guidance ie barriers etc. ● For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of 			<p>catering and cleaning contractors is kept by the school</p>			
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			<p>pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</p> <ul style="list-style-type: none"> Isolate and send children and staff home immediately if they display symptoms 						
7.	<p>Risk that contamination exists within the school environment due to ineffective hygiene measures.</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed following a suspected or confirmed case With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate. GS to lead on this. Inspect daily to ensure good/effective hygiene levels Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, 	2	2	4			

			<p>books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</p> <ul style="list-style-type: none"> • Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. Use pressure sprayer between visits to wood chip, for example. • Cleaning schedule in place to ensure effective hygiene standards. Monitored by JL and Nviro. 							
8.	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)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their 	2	2	4	<ul style="list-style-type: none"> • Revise plans and PPE supplies in the light of experience or any updated guidance. 	2	2	4

			<p>responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</p> <ul style="list-style-type: none">● Revise plans and source suitable PPE supplies to be used by:<ul style="list-style-type: none">○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.○ staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none">● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance● Isolate the pupil / member of staff immediately to a room behind a closed door. If							
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			<p>appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. Should this occur use the bursar's office and neighbouring staff toilet.</p> <ul style="list-style-type: none">● Arrange for deep clean of medical room and other facilities as necessary before they are used again. The cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.● Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteacher will communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'● For schools that purchase the HR Advisory Service,							
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further information can be accessed here or through their designated HR Consultant
<https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs>

- If the school is notified of a positive COVID19 test result for a member of staff, the school will contact Public Health England immediately for advice. (Telephone – 0344 225 3861, Option 3 Option 1.) PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.
- In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others
- If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak.

			Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.							
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> • During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum. • For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). • Should a child, family or group need to self-isolate, they will be signposted to Oak National Academy Website. 	2	1	2	Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.	2	1	2

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school	GS and Governors	Ongoing	
Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.	GS and Governors	Ongoing	
Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings	All staff	Weekly at staff meetings and TA briefings	
Ongoing leadership support for any emerging anxiety and/or wellbeing issues	GS with Judith Clarke, Talkspace	Ongoing	
Reviews of site safety in the light of windows and doors being open to aid good ventilation.	GS, classteacher and JL	End of September	
Arrange revised fire evacuation drills / lockdown drills regularly	GS	End of September for first fire drill.	
Reconsider e-safety policies and procedures in light of lessons learned during home learning	GS and Governors	1 st Full Governors of year.	
Review and revise drop off and pick up protocols as necessary to minimise social contact	GS and Classteachers	End of week 2.	
Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.	GS, LS and ED	End of Week 2	
A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school	GS and JL (Nviro) and New Cook (Chartwells)	End of Week 2	
Revise plans and PPE supplies in the light of experience or any updated guidance.	GS and First Aid team	End of week 3	
Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.	GS and Governors	At first meeting between GS and Chair of Governors.	

Signature and review

Name of Manager:	Mr G Sullivan	Signature of Manager:	G Sullivan	Date:	21/8/20
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1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	