

Impact Education Multi Academy Trust

COVID 19 Academy Risk assessment v1.9

Academy: The Halifax Academy – Through School

Date of Risk Assessment 29.8.2020

Reviewed 09/11/2020

This document should be read alongside the ‘Returning to School’ document for more detail of approach.

This risk assessment is compiled in line with Government guidance for the particular challenges of our Academies and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is demonstrating Impact Education and its academies are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

If the guidance cannot be achieved after plans have been put in place then The Trust has to consider whether that activity or part of the Academy should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Impact Education.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 09/11/2020). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the academy: -</p> <ul style="list-style-type: none"> - School has been zoned into seven zones, including Primary and Inclusion as separate zones. - A timetable has been created where students will not mix in zones during the school day and stay in their zone. - Increased cleaning regime including fogging down spaces that are used more than once by different year groups. - Hand washing facilities in place and pupils encouraged to use these. (signs to be positioned - Be aware of staff/pupils who may constantly touch their face, mouth, nose and eyes, try and prevent this. - Staff or pupils who may become <i>symptomatic</i> to be reminded to stay home and self-isolate for 10 days, their fellow household members should self-isolate for 14 days. - Following guidance from government for the “full opening of school” Guidance for full opening: Schools and the System of Controls there in. 	<ul style="list-style-type: none"> - Establish a record of cleaning. - Enhanced cleaning throughout the day. - Reminders of robust hand & respiratory hygiene. - Unused classrooms/areas to be locked - signs on doors in primary - No school-based resources to go home. - Interserve to clean all hand wash stations when they come back in at the end of each day. - All students to be provided with equipment pack to stay in school - Extra wash stations purchased and located next to student areas if no local access to sinks. - Heated wash stations to be placed near outdoor entrances and food service areas. 	<p>All Staff</p> <p>Site Staff</p> <p>PFI Support</p> <p>Site team and SLT</p>		

		<ul style="list-style-type: none"> - - Non-fire safety doors can be propped open to allow ventilation. - Additional filtration units in place where THA have determined this to be required. - Windows to be opened each morning to allow adequate ventilation. - Office spaces allocated to each staff group and chairs removed to ensure social distancing – excess chairs to be removed from staff room to maintain social distancing. - Academy will have hand sanitizers at main entrances and exits - Staff will be issued with personal hand sanitizers bottles which can be refilled - Glove dispenser points will be provided where necessary - Regular cleaning of key touch points such as door handles – will be continually done by the site manager during the day - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Any equipment passed between teachers will be cleaned before use - IT Equipment to be cleaned before used between bubbles. 	<ul style="list-style-type: none"> - Cleaning station set up in each classroom, staffroom and Great Hall. Replenished each day with sanitiser and wipes. - Air filtration units to be checked by (JG) as per manufacturers instructions - Staffrooms reorganised to allow for maximum occupancy of 10 staff in each room (30 in total). - Student routines scripted, videoed and shared with students before admission. - Each year group has a separate entrance and exit. Social distance marking around site inside and out. Desk and entrance protocols established on English corridor. - Great Hall marked out alongside government guidance. - Gym marked out alongside government guidance - Students to wash hands between every transition. - Staff training for routines around building and 			
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> - Prevention of materials being taken home by pupils or brought in to mitigate the risks - Active engagement with NHS Test and Trace with support from Impact Central Team. - Reporting confirmed cases of coronavirus using the new DfE Helpline. - If finding this reporting line an issue we can now use local PHE reporting lines: - Calderdale testtraceandisolation@calderdale.gov.uk 07714 922670 	<ul style="list-style-type: none"> expectations in work rooms and offices - Maximum occupancy established for work rooms 10 MAX - All shared cutlery and crockery to be removed - Staff reminders and review of protocols expected every Friday - Daily review of process by SLT - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend academy. - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and hand sanitizers in stock. 			
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable staff can attend school. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	SLT		

		<ul style="list-style-type: none"> - <u>Staff who are pregnant</u> are generally advised to follow the above advice but more information is available at The Royal College of Obstetricians & Gynaecologists - Staff will be sent a questionnaire re any health issues before they return to work. 				
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Classroom furniture will be forward facing. - Staff to maintain distance from pupils and other staff as much as possible, ideally 2mts. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. - Windows are opened every morning for good ventilation. - Classes to be limited with regular staff and pupils to prevent mixing and contact. - Classrooms to be regularly cleaned. - Social distancing to be promoted at all times. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through academy. - Phones – Landlines will be wiped down after every use. 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Contact process to be established to reduce movement on corridors – Liz/Richard - Classroom details sheet to be provided per class with key information, daily reminders, medical lists for class etc. - Updated fire evacuation map/process - identified assembly points. - Primary computer room sectioned off to allow for social distancing – max 6 pupils. - Ensure hand cleaning when returning back into the building. - Classrooms identified with external ventilation and sink access and located near toilets. 	All Staff	SLT	
				Science Technicians		

		<ul style="list-style-type: none"> - Clear safety procedures for staff using science labs for non-specialist lessons. CLEAPSS Science Lab Guidance 	<ul style="list-style-type: none"> - Dual use (Lab available for practical science) this option allows the lab to still be used as a lab by science teachers when they are teaching science lessons. However, it does bring increased pupil management issues. Required actions: - Remove all equipment, chemicals, and science items from the lab, these should be securely stored in the prep room or other secure storage area. <i>(Our equipment is not on show in labs - shouldn't be an issue)</i> - Train all staff involved on the hazards of working in a science lab (see CLEAPSS Guide PS082 for more information) <i>(Do we need to talk to non Science staff about looking for hazards relating to spills / broken glass / gas if they are using a lab after a science lesson?)</i> - The gas must be switched off when the lab is not be used by a science teacher. The gas 			
--	--	---	---	--	--	--

			<p>valve / switch in the lab is acceptable for this. <i>(Bill I know it is already the case that gas is only on when needed but can regular checks be scheduled to ensure they are off?)</i></p> <ul style="list-style-type: none"> - The electricity and water should be switched off (where possible) when the lab is not be used by a science teacher. <i>(We will need to keep water on for hand washing but could we switch the sockets off unless needed?)</i> - Pupils must be supervised at ALL times. - The lab must be locked when no member of staff is present. - There must be NO eating or drinking in the lab at any time. This is required under the COSHH regulations (law), not just guidance. - No science equipment or chemicals to be left out except when a science teacher is present. 			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> - Science lessons when a science teacher is present can continue as normal, although they will take more planning and management as equipment and chemicals cannot be left out in the lab before or after lessons, which would be the normal method of operation. - 			
Music & Drama	Staff, pupils, visitors	<ul style="list-style-type: none"> - Whilst the Department for Culture, Media & Sport commission further research into mitigating risk, The Music, dance and drama in school guidance should be followed at all times. 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All Staff		
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups to be reduced with regular staff and pupils to prevent mixing. - Personal contact cannot be avoided in such setting. - All soft furnishings have been removed as per guidance. - Actions for Early years and Childcare providers 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Resources to be removed so that they are relative to numbers of pupils – e.g. 3 pupils, 3 bikes. - Provide PPE or re wash hands if personal contact - Cannot be avoided. 	All Staff Sarah H		
Breakfast Club	Staff, Pupils	<ul style="list-style-type: none"> - No breakfast club to take place initially (implemented once children all back in school and secure) 	<ul style="list-style-type: none"> - Monitor and review daily basis. - Ensure adequate supply of cleaning products. 	SLT, Breakfast club staff		

		<ul style="list-style-type: none"> - Pupils to be pre-booked only (no on the day access) Priority given to vulnerable pupils and working parents. - Pupils to wait outside using social distance markers on arrival. - Pupils to be logged in on arrival – wash hands/sanitise (access via main school gate) - Pupils to arrive no later than 0805 - Pupils to sit socially distanced and within year/class bubbles (tables to be demarcated) - No toys to be available for usage. - Staff to bring breakfast to children and remove items at end of session. - Children to sit and read once breakfast is complete. - Children to bring own book. - All equipment to be sanitised after session. - Children to be taken to class in bubble groupings. - All staff to sanitise/wash hands before and after session. 				
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. - Where possible establish a one-way system to prevent crossing on the corridors. - established at Primary/Secondary 	<ul style="list-style-type: none"> - Supervision points established around building to ease transition. - Each zone has a separate movement approach – see ‘Return to School’ document. One ways system established. Entrance on English corridor along to Great Hall. End 	All Staff		

			<p>stairs on building down stairs. Middle stairs upstairs.</p> <ul style="list-style-type: none"> - Staff to adhere to one way - Monitor and review on a daily basis. 			
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Cloakrooms segregated by the groups of classes to prevent mixing. - Hand driers have been isolated in all toilets and hand towels provided 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Students allocated washing facilities depending on afternoon session. - Regular cleaning of cloak and toilet areas. 	Site teams		
PE & Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible. - Continue to promote social distancing where possible. - Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary. - Toys and equipment should not share toys and equipment unless cleaned in-between. - Contact sports such as football and basketball can now go ahead following new guidance. Physical activity in Schools 	<ul style="list-style-type: none"> - Staggered break and lunchtimes with students isolated into year groups and lunch delivered. - Two metre rings drawn on floor. Allow 1 per bench. - More outside seating, utilising dining furniture. - Students to return to Great Hall after break session - Monitor and review on a daily basis. - All pupil personal equipment to be held in pupil's places – coats on chairs. 	All Staff		

<p>Drop off/collection areas for parents and access pathways</p>	<p>Staff, pupils, visitors, parents</p>	<ul style="list-style-type: none"> - Staggered times – different allocated entrances for specific groups - Parents/ carers informed of their pick up/ drop off times and points. - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Open gates to utilise playground space to prevent adult to adult interactions - Mark floor pick up point with 2m separation distance (use spray paint) - Academies should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice. 	<ul style="list-style-type: none"> - No parent cars on site - All path ways marked up for two metres to allow for social distancing. - See ‘Return to school’ document for entrance/exit routines. 	<p>All Staff</p>		
<p>Catering and use of existing food hall</p>	<p>Staff, pupils, Visitors</p>	<ul style="list-style-type: none"> - School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	<p>Catering teams</p>		

		<ul style="list-style-type: none"> - The kitchen risk assessment can be viewed at THA Catering COVID-19 Risk Assessment - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Food will be delivered to be eaten to internal lunch spaces – staggered lunches to allow for Social Distancing and cleaning 	<ul style="list-style-type: none"> - See ‘return to school’ document for details 			
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call/email the academy instead of face to face. - No parents in school building without prior appointment. - The design of the reception area may already create a barrier between front facing staff and others. - Primary office to keep sliding windows closed at all times. - Children to enter the academy via other entrances other than reception if possible. (vulnerable children to use reception entrance in Primary) 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. - Consider 2 metre markers if reception design doesn’t allow for clear barriers. (Markings in place in primary) 	Admin Teams		
Staffing concerns and HR	Staff, pupils, visitors	<ul style="list-style-type: none"> - All staff to be offered individual HR conversations based on staff survey and will determine whether they should be in school or continue to work from home. 	<ul style="list-style-type: none"> - Offer HR meetings to all staff. 	SLT		
Clinically extremely vulnerable	Staff, pupils, visitors	<ul style="list-style-type: none"> - New Advice for those Identified as Clinically Extremely Vulnerable - You are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions. Additional support and guidance can be found within the link above. 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Ensure strict implementation of the “System of Controls”. 	SLT		

<p>Other groups vulnerable to Covid-19 – BAME <u>(page 3, point 5)</u></p>	<p>Staff, pupils and parents</p>	<ul style="list-style-type: none"> - Academies should be sensitive to the needs and worries of BAME members of staff, parents and pupils. 	<ul style="list-style-type: none"> - Academy has clear lines of communication for all staff, parents and pupils. - Open and regular communication with local Public Health and Council Officials with regards to local demographic and mitigating risks. 	<p>SLT</p>		
<p>Staff contingency arrangements</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. - Staffing to be reviewed on a weekly basis to ensure cover. 	<p>SLT</p>		
<p>Area for isolation/first aid and separate toilet</p>	<p>Staff, Pupils,</p>	<ul style="list-style-type: none"> - The Commanders House has been identified as an appropriate area which will be used for first aid, maintain cleaning standards and clean after each treatment. - <i>(ideally this room should have door to outside so that the child can be picked up without walking through the academy)</i> - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ - The wet room opposite Peru & Australia will be used in The Primary Building. 	<ul style="list-style-type: none"> - Regular cleaning throughout the day. - Daily review of all controls. - Change location of First Aid to Commanders House for Secondary with a specific isolation room in back office - Review first aid procedures in line with SJA advice - Ensure PPE is available in First Aid. - Rota established of first aiders and training provided. 	<p>All staff and first aiders</p>		

<p>Symptomatic staff or pupils inc Test Kit information</p>	<p>Staff, visitors, pupils</p>	<ul style="list-style-type: none"> - The Commanders House area is available for anyone from Secondary who is symptomatic so they can wait for a parent to collect. - In Primary the office next to the head's office will be used when a child/adult is symptomatic – this area will be not accessible to any other staff until it has been cleaned. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children are eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE i.e. face shield, respirator FP3, gloves and apron, these will be kept in The Commanders House. - If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the Guidance for Households with Covid-19 . - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff members and parents/carers understand that they will need to be ready and willing to: - Book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to academy to highlight they are well to attend academy. - Review where in academy this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. 	<p>All Staff</p>		
--	--------------------------------	--	--	-------------------------	--	--

		<p>symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <ul style="list-style-type: none"> - Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace - Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) - <u>Engage with the NHS Test and Trace process and be aware of:</u> - <u>COVID-19 Test Kits for Schools & FE providers</u> 				
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Where possible assemblies for the academy will be avoided and done in classrooms on PowerPoint. - If you conduct assemblies/ gatherings ensure the groups remain and where possible social distancing is adhered to. - If possible, conduct outside to allow for social distancing. 	<ul style="list-style-type: none"> - Establish a clear procedure of how to you will carry out your assemblies and communicate this clearly with all staff. - 	SLT		
Transport arrangements	Staff, Pupils, Contractors	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation and additional cleaning to be introduced. 	<ul style="list-style-type: none"> - Establish an agreement with the transport provider of the controls they will have in place to ensure safety. 	Admin teams		

		<ul style="list-style-type: none"> - Those travelling by bus to have access to wash facilities/sanitiser and PPE. - Remember the use of face coverings for children (except those under the age of 11). - public transport (aeroplanes, trains, trams and buses) - taxis and private hire vehicles - Face Coverings: when to wear one, exceptions, and how to make our own NOV 2020 				
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE to be used where necessary and as appropriate. - PPE must be worn by staff caring for a child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation (NB: Special academy will require different assessment)</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. - If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron 	All staff without exception		

			and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.			
Face Masks	Staff, Pupils	<ul style="list-style-type: none"> - From 5th November 2020 new advice will apply to the use of face coverings by staff and pupils in Education, and to learners in further education. - This guidance is for schools and other education institutions that teach people in years 7 and above in England. There is separate guidance for early years and childcare providers and schools with children in year 6 and below. - Face coverings in Education 	<ul style="list-style-type: none"> - Senior leaders within each setting to determine the local requirements for the use of Face Coverings. 	SLT		
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted for those who are currently shielding or those who are symptomatic. - Hand sanitiser provided for staff required to conduct home visits - Staff advised to change clothing after a home visit. - Home visits can be conducted 2m from outside the front door (any concerns will be 	<ul style="list-style-type: none"> - Establish/ update home visit procedure to include COVID19 controls. - Phone meetings being established with Nurseries for children on cohort 2020 – 2021. 	All staff		

		directed to social services in the normal manner).	<ul style="list-style-type: none"> - Phone/zoom conversations to be arranged with new intake parents. - Home visit protocol established with separate home visit bubble established. Staff don't come into school if made home visit. 			
Visitors & Contractors in academy		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the academy - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the academy. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. 	Site teams		
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure team teach training has been achieved by teachers who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in academy if they are symptomatic. - Usual first aid procedures to continue using PPE as required 	<ul style="list-style-type: none"> - Team Teach actions should only be considered as a last option. - Monitor and review on a daily basis. - Review any personal RA for students known to have exited the building or been involved in a fight. 	SLT		

		<ul style="list-style-type: none"> - Headteacher to review restraint policy (if applicable) based on each case as it arises. - https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 				
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	Site Teams		
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - Academy will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the academy - No fire drills conducted to prevent congregations of people - Security on external gates and perimeter to be monitored by senior management and the site manager as the academy will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff 	<ul style="list-style-type: none"> - Monitor and review on a daily basis. 	All staff without exception		

Assessors Name: **Phill Horsfall, 09/11/2020**

Assessment Review Date: ***Dynamic review, minimum monthly review by PH.***

CEO Signature:.....  ...09/11/2020



LGB Signatory:.....Phil Shephard.....

Headteacher signature:.....