



# Horrington Primary School (186)

## Risk Management - Assessment Report

<b>Risk Area:</b>	COVID-19
<b>Assessment Framework:</b>	Covid-19 - Full opening September 2020
<b>Work Area or Activity:</b>	Covid-19 full re-opening risk assessment
<b>Competent Person</b>	Julie Williams
<b>Assisted by:</b>	Lisa McLaurie
<b>Groups Affected:</b>	staff, pupils and visitors to school site
<b>Notes:</b>	Risk assessment to form basis of working practices for full re-opening of school in September 2020
<b>Assessed on:</b>	02/09/2020
<b>To be Reviewed on:</b>	18/09/2020

What are the Hazards?	What is already being done?	Is this considered satisfactory?
<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement: 1) whether the school has enough hand washing or hand sanitiser ?stations? available so that all pupils and staff can clean their hands regularly 2) supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 3) building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. How will this be arranged and communicated?</p>	<p>Each room/ area in the school has hand sanitiser available for use by staff, visitors and children. Each classroom has a sink and hand soap and paper towels for handwashing. Additional lidded pedal bins have been provided for classrooms. The pupil toilets have sinks for handwashing with supplies of hand soap and paper towels/ bins. KS1 and KS2 will be using separate toilets and sinks. Office staff will be monitoring stocks and ordering as required. Additional supplies of soap, sanitiser and paper towels are readily available for staff in The Hub during the day. Extra stocks are kept in the cleaning cupboards. Children will be supervised when using hand sanitiser and when washing hands at the specified times. There are child friendly posters and signage around the school at child height to remind children about hand washing procedures. Children with SEND needs will have adult support and social stories will be used to support their understanding of handwashing routines. Children are directed and supervised by staff to wash their hands or use sanitiser on arrival, before snack time, after break, before lunchtime, after breaktime and before they go home. These arrangements have been communicated to parents via newsletters (emailed and on website), to pupils through video before returning to school, via class assemblies and lessons, through posters around the school and through regular staff reminders.</p>	Yes
<p>How will you ensure that you minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school?</p>	<p>The following steps have been taken to minimise contact with individuals with Covid-19 symptoms: Guidance (Autumn term procedures and safety measures) sent to parents - school letter, letter from County and flow chart provided by Health Protection team to ensure children are not sent to school if they have Covid-19 symptoms, if they are self-isolating because they are ill, have been contacted by NHS Test and Trace, have been in contact with someone who has recently tested positive or are having to quarantine after a holiday. Regular reminders in newsletters and emails. Guidance outlines procedures that need to be followed. Staff informed via working practices when they should not attend work/ self-isolate.</p>	Yes

	No non-essential contractors or visitors during term time. When making arranged appointments/ visits office staff or the member of staff booking the appointment will ensure visitors to school site are aware they should not attend the site if they are unwell, have someone in their household with symptoms or have been in contact with someone who has tested positive.	
If anyone becomes unwell ? how will you ensure you follow these guidelines? <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>	Parents have been sent a link to the stay at home guidance in the autumn term procedures and safety measures. Staff have a link to this document in the safe working practices document. Reminders will be issued regularly and as required if a person becomes unwell.	Yes
If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Where is the best location for this?	A room in the school (The Hub) has been allocated as the room where children can be isolated while they wait for collection. This room is separated from the main school building which houses the classrooms and is downstairs from the office and staffroom areas. The room has windows that can be opened and a staff member can be 2m away from the child. The room has a supply of PPE which is available for the staff member supervising the child.	Yes
PPE must be worn by staff caring for the 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Do you have sufficient stocks?	The school has sufficient stocks of face masks, aprons, gloves and visors which have been provided by the Government. These are available in The Hub for staff to use as required. Staff have received training on how to put on/ take off PPE and posters are displayed in the school/ The Hub as a reminder.	Yes
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. How is this communicated to staff?	The procedures that need to be followed by staff after contact with anyone with symptoms is communicated to staff in the safe working practices document. The COVID-19: cleaning of non-healthcare settings guidance will be printed and a copy available for staff in The Hub.	Yes
As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. If you have a pupil with additional needs ? have you undertaken an individual risk assessment(s)?	As required individual risk assessments have been completed for pupils in school with complex needs. The risk assessments are completed in consultation with Educating Safely, the school's Health and Safety providers, parents, school's SENDCO, 1:1 keyworkers, headteacher and SCC. The risk assessments are shared with all staff.	Yes
As much as you reasonably can, how will you ensure the grouping of children together and therefore avoiding contact between groups? Arranging classrooms with forward facing desks and staff maintaining distance from pupils and other staff as much as possible should also be adhered to.	The school have grouped the children in class-sized bubbles for the school day. KS1 will arrive and leave the school at a different time to KS2. Each class has a designated area of the playground and breaks/ lunch times have been staggered. KS1 will eat dinner in the hall in two sittings with cleaning of tables, chairs and touch points in between sittings. KS2 will eat dinner in the classrooms with cleaning before and after eating. Classrooms have been arranged with forward-facing desks and as far from the teacher desk as possible in the classrooms. Where younger children sit on the carpet area, coloured spots indicate where children sit. Children will sit in the same seat/ place on the carpet for all sessions as far as this is possible.	Yes
Have you introduced enhanced cleaning, including cleaning frequently touched surfaces often using	Every classroom/ area of the school has cleaning products available for staff to clean surfaces and	Yes

<p>standard products, such as detergents and bleach?                  Points to consider and implement: 1) putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes 2) more frequent cleaning of rooms / shared areas that are used by different groups 3) frequently touched surfaces being cleaned more often than normal 4) different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>frequently touched areas throughout the day.                  The cleaning products are in a locked cupboard out of reach of children                  Each area has a record sheet to record when cleaning takes place.                  Lunchtime staff will clean the toilet areas before and after lunch.                  Lunchtime staff will clean before and after each sitting of KS1 pupils in the hall and KS2 pupils in the classroom.                  The school cleaning providers complete a sanitisation mist in the evening after cleaning.                  Children will be regularly reminded to wash hands after using the toilets.                  Staff will meticulously clean or quarantine resources for 48 hours (72 hours for plastic) that are shared across the bubbles. Shared resources used in bubbles will be cleaned regularly. Staff will refer to the safe working practices document and subject specific guidance for detailed information.</p>	
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on ? 1) children's ability to distance 2) the lay out of the school 3) the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary). How will this be achieved?</p>	<p>The children will remain in class bubbles throughout the day.                  Class bubbles will have staggered start and finish times, staggered break and lunchtimes and they will use different areas of the playground/ field.                  Signs around the school will remind children to 'protect their bubble'.                  After school care will be split into KS1 and KS2 groups and the after school care will have no more than 10 children in each group each day.                  Children will be reminded to socially distance where they can.                  Pupil tables have been arranged so they are as far from the teacher at the front as they can be.                  Staff will remind each other to stay 2m apart from each other and there will be signage around the school.                  Where possible staff will remain working within one key stage of pupils. This may not always be possible due to covering staff absences or timetabling restrictions.                  Music teacher and Sports coach will work in all classes but will work with children in the same key stage on the same day.</p>	<p>Yes</p>
<p>How will you follow the 'system of controls' as per the following guidance  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>Prevention                  The measures outlined above cover the areas of prevention outlined in the system of controls.                  Response                  The school has shared the procedures (flow chart) provided by the Health Protection team with parents and staff. Updated procedures are shared with staff and parents as required.                  The school has communicated with parents the actions they need to take and the actions the school will take in the event of suspected or confirmed cases.                  The school will follow the current Government advice and the advice of the local protection team as detailed on the most recent flow chart provided.</p>	<p>Yes</p>
<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Bearing in mind that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. How will timetabling be arranged to facilitate this?</p>	<p>For the majority of the time, teachers and teaching assistants will remain working with the children in one class.                  Where children require interventions or catch-up in small groups, staff will work with children in one Key Stage.                  The time adults spend working 1:1 with a child will be limited to 30 minutes at a time and staff are able to wear visors for this intervention work if they feel more comfortable doing so. Staff should sit side by side rather than facing a pupil.                  Lunchtime staff who do not have teaching assistant roles will supervise children in KS1 in the hall and will supervise children across the school for outside play or in classrooms for wet play. Where possible, staff will supervise the same classes of children inside for wet play.</p>	<p>Yes</p>

	<p>Lunchtime staff who work in the classrooms will be timetabled to supervise children in the same Key Stage.</p> <p>Where PE coaches and Music teachers work across the school, they will be timetable to teach classes from the same key stages on the same day.</p>	
<p>Ideally, adults should maintain 2 metre distance from each other, and from children. However it will not be possible for some pupils who many require an additional risk assessment. How will the need to distance and not touch unnecessary objects be reinforced and communicated?</p>	<p>Staff will have two staffroom areas to enable them to socially distance at break times. KS1 staff and office staff will use the previous staffroom and KS2 staff, music teacher and other support staff will use the Satellite staffroom.</p> <p>Signage will remind adults to socially distance from each other and staff will remind each other of these protocols.</p> <p>Staff meetings where possible will continue remotely using Microsoft Teams. Where staff do need to meet in person then seating will be arranged so that staff can socially distance.</p> <p>Office areas have been risk assessed with Educating Safely and re-arranged to ensure social distancing. Teacher desks and pupil desks have been arranged to maintain as much distance as possible between the teacher and the pupils.</p> <p>Pupils will be reminded to socially distance from adults in school where possible.</p> <p>Staff will clean shared computer stations and photocopiers before and after use.</p> <p>Pupils and staff will be reminded not to touch object where it is unnecessary to do so.</p>	Yes
<p>Large gatherings must be avoided. This should include staggering break/lunch/corridor gatherings. How will this be timetabled and arranged?</p>	<p>There will be no whole school assemblies or whole school events in the autumn term. Assemblies will take place in the classroom in class-based bubbles.</p> <p>Breaks and lunch times are staggered to avoid all children using the corridors at the same time.</p> <p>There is a one way system in operation with clear floor signage - children and staff will walk up the path between the classrooms and down the corridor to the toilets and playground.</p>	Yes
<p>How will start/end times be staggered to avoid groups coming in close contact?</p>	<p>Due to the unique location of the school, the school have consulted with our Health and Safety advisers, Educating Safely to agree the procedures for the start and end of the day.</p> <p>KS1 children will be dropped off between 8:30 - 8:45 using the stop and drop</p> <p>KS2 children will be dropped off between 8:45 and 9:00 using the stop and drop</p> <p>KS1 and 2 siblings will be dropped off as near to 8:45 as possible.</p> <p>KS1 children will be collected initially at 2:30. This may move to 2:45 if risk assessments allow.</p> <p>Each class of children will be collected from the allocated area (field or car park)</p> <p>KS2 children will be collected at 3:15. Each class of children will be collected from the allocated area (field or car park)</p> <p>Parents will wait socially distanced to collect their child. KS1 children with KS2 siblings can stay in school with a member of staff until 3:15. There are a small consistent number of families with children in KS1 and 2.</p> <p>Arrangments have been clearly communicated to parents.</p> <p>After school care now only has two collection times 4:30 or 5:30. Parents will wait socially distanced on the school field to collect their child.</p>	Yes
<p>You 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 them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a</p>	<p>Information about face coverings and the process for removing them has been clearly communicated to parents in the procedures and safety measures documents.</p> <p>Staff have received training on safely putting on and removing face coverings in June. Reminders will be provided for staff as they return in September.</p>	Yes

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. How will this be achieved?	The school will keep a puppy of extra plastic sandwich bags in case staff or pupils forget to bring these in with them.	
Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. How will this be coordinated?	Lisa McLaurie, the school's SENCO, has provided staff with resources and advice for preparing children for the changes to routine that are required in school. Phased returns were used in the summer term to support some pupils with SEND needs. Social stories are available for teachers to use with children. INSET training for teachers in September will provide additional support and guidance for teachers.	Yes
The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including ? 1) where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2) where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. How will this be communicated to staff?	Staff understand when PPE is required from the phased re-opening preparations in June. A reminder of PPE requirements will be communicated to staff with the safe working practices for re-opening in September.	Yes
Schools must ensure they understand the NHS Test and Trace process and how to contact their local public health protection team. <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a> . What are their contact details? (if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required).	The most up to date flow chart provided by the local health protection team will be followed by staff in school for suspected or confirmed cases of COVID-19. The flow chart is shared with parents and staff and displayed around the school. The school will follow the advice of the health protection team.	Yes
Local authorities, transport providers, schools and parents must work together to ensure (where possible) this guidance is met <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	The school does not use transport providers. Parents have been directed to the safer travel guidance for passengers in the procedures and safety measures guidance sent to all parents.	Yes
As a general principle, pregnant women are in the ? clinically vulnerable? category and are advised to follow the relevant guidance available here <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a> how will this be facilitated?	For pregnant members of staff, the school has taken and acted on advice from our school Health and Safety, Educating Safely and professional occupational health medical practitioners. Both Educating Safely and the OH provider have used Government guidance and guidance from the Royal College of Obstetrics and Gynaecology (RCOG) to inform the individual staff member risk assessment. Currently the school has one pregnant member of teaching staff and based on the advice received the member of staff will not be working in school at this current time. With a pregnancy risk assessment, the member of staff will be working remotely for the start of the autumn term with monthly reviews planned.	Yes
Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. How will this take place?	School staff are provided with a dedicated counselling helpline as part of the school's well-being package. Training on well-being has been provided via Hays Education remote learning Somerset Educational Psychology service have a dedicated phone line for staff. Weekly overviews for staff highlights any new or additional well-being support available for staff. Staff are encouraged to talk to leaders and other staff about their well-being. There is a slot in each staff meeting for staff well-being check-ins. The headteacher and senior teacher have a well-being governor link. The headteacher has access to the Headteacher Support Service	Yes
All employers have a duty of care to their employees,	As above, staff are directed to the well-being resources	Yes

<p>and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. These mechanisms must be reminded to staff. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available here  <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p>	<p>available to them including the government guidance and support lines.  Pupils will be following a 'Recovery Curriculum' as they return to school.  The school has Emotional Literacy Support Assistants and access to a Parent and Family Support Adviser to support children's well-being where needs are beyond those that can be met as universal provision in the classroom.  Staff have completed extensive training on supporting pupil well-being since March 2020.</p>	
<p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance -  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> and  <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p>	<p>The school's child protection policy is reviewed in September each year and the review this year will take account of the Government guidance -  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> and  <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a></p>	Yes
<p>Kitchens will be fully open from September ? how will these guidelines be adhered to?  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>	<p>From September, the school will resume having meals provided by The Mendip School.  See the separate risk assessment from The Mendip School kitchen.</p>	Yes
<p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance here -  <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> who has the responsibility for this and how will they go about it?</p>	<p>Following the phased re-opening of the school in June, school staff (caretaker, finance officer, headteacher, senior teacher and class teachers) will complete their usual pre-term building checks.</p>	Yes
<p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance here  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> how will you ensure guidelines are followed?</p>	<p>Staff are aware that where possible windows should be opened to increase ventilation.  The school does not have air conditioning.</p>	Yes
<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Guidance can be found here  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> What additional arrangements will be put in place if any?</p>	<p>Pupils will be taught PE in their class bubbles. Equipment will be cleaned after use by different individual groups and quarantined before use by a different group.  PE will be taught by a specialist PE coach from KeyStage Coaching.  See the separate PE risk assessments completed for sport and activity in school.  Outdoor sports will be prioritised and there will be no contact sport.</p>	Yes
<p>Schools should consider updating their behaviour policies with any new rules/policies and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at  <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a> has this been undertaken?</p>	<p>The school's behaviour policy is reviewed in September each year and the review this year will take account of the Government guidance -  <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a></p>	Yes
<p>In the event of a local outbreak, the health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. Guidance on remote education support can</p>	<p>The contingency plan for remote education in the event of the school being advised to close temporarily forms part of the procedures and safety measures guidance for parents and the safe working practices guidance for staff. The parent document is available on the website</p>	Yes

be found  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Have you written a contingency plan? Where is this located?

and all staff have a copy of the safe working practices document.

**Julie Williams**

**Signed** .....

**Dated** .....

**Co-ordinator**

**Signed** .....

**Dated** .....

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