

**Buriton Primary School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements. Currently the nation is in a national lockdown and school is closed except for vulnerable and Keyworker children.**

The following document have been used:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

**This risk assessment will show the hazards in Buriton Primary School that have been identified due to the COVID 19 outbreak in England, it will identify who might be harmed, what measures are in place to control the risk and additional control measures required. The system of controls (control and additional control measures) is the set of actions that the school MUST take to reduce the risk for preventing Covid-19 from coming into the school environment and also responding to any infection should confirmed cases be reported in school.**

| What are the hazards?   | Who might be harmed and how?                                 | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?   | Action by whom?            | Action by when? | Done |
|---|--|--|--|----------------------------|-----------------|------|
| <p><b>Site and its Environment</b><br/>Size of the school and the people using the school.<br/>The movement around the school and the rooms used within the school.</p> | Children, staff, visitors and parents may contract COVID-19. | <ol style="list-style-type: none"> <li>1. Visitors to site reduced to essential only.</li> <li>2. If visitors enter the site, such as the E.P., then face masks or protective face coverings must be worn at all times.</li> <li>3. Hand sanitizer is provided for all visitors as they enter and leave each area in the building.</li> <li>4. Visitors may be asked to have their temperature taken as an added precaution. (especially during a lockdown) – raised temperature will not be allowed access.</li> <li>5. Social distancing must be followed where possible</li> <li>6. Furniture to be used by visitor must be disinfected prior to and after use.</li> <li>7. Toilets may be used provided the visitor disinfects the area after use with detergents provided.</li> <li>8. Contact details will be taken for track</li> </ol> | <ol style="list-style-type: none"> <li>1. Ensure that these visits are prearranged, with dates and approximate times to be on site – preferably out of school hours. Signage to be put up on school gates</li> <li>2. Signage displayed on main school entrance. Anyone displaying signs of a temperature will have their temperature taken before entering the school. They will not be able to enter school if temperature is high. Contactless thermometer is kept in the reception area on the first aid cupboard.</li> <li>3. Protocol for drop-off and pick-up routine will be given to parents of vulnerable and keyworker children</li> <li>4. Staff to be informed of the revised routine, for drop-off and pick up.</li> </ol> | Admin SMT<br><br>All staff | Ongoing         |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)?   | Do you need to do anything else to manage this risk (Additional Control Measures)?   | Action by whom? | Action by when? | Done      |
|-----------------------|------------------------------|---|--|-----------------|-----------------|-----------|
|                       |                              | <p>and trace purposes</p> <p>9. Parents/carers/visitors/staff told not to enter school site, if they are displaying any symptoms of coronavirus.</p> <p>10. Parents told that only one parent should bring their child to school &amp; collect.</p> <p>11. Parents told their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact.</p> <p>12. Parents told to socially distance from one another &amp; staff. They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Parents should drop their children at their designated drop off point. Teachers will be at their designated areas on the site to meet the children. The gates will be locked each morning and teachers will unlock the gates to allow children to enter the site. The gates will remain locked during the school day.</p> <p>13. Reduce movement of children around the school playground and meadow. The meadow is zoned for each class to use. When the playground is used this</p> | <p>7. Outdoor equipment to be sorted into class bags or boxes, kept in the classrooms and cleaned daily. The timbertrail will be used on a weekly rota for use by one class each week.</p> <p>8. The school site will be open for staff from 8.00 am and will close at 5.00 pm to enable caretakers and cleaners to have the site clear to carry out their duties.</p> <p>9. Review Health and Safety policy &amp; make amend as necessary.</p> <p>10. Continue to review this risk assessment and procedures accordingly.</p> | All Staff       | Every day       | 5.1..2021 |

| What are the hazards?                      | Who might be harmed and how?   | What are you already doing (existing Control Measures)?   | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom?                                      | Action by when?               | Done |
|--|--|---|---|--|-------------------------------|------|
|  |  | <p>will be zoned for two classes and use will be staggered for Junior and infants.</p> <p>14. Plan opportunities for lessons/activities to take place outdoors, restricted use of outdoor equipment.</p> <p>15. Opening and closing of school site, to allow caretaker and cleaners to clean and carry out caretaking duties.</p> <p>16. Health and Safety policy is in place which all staff have had a copy of.</p> <p>17. Full site inspection and run through of procedures has been carried out. The school has been operational since 8 June 2020 and procedures have been working effectively and efficiently.</p> |   | <p>All Staff</p> <p>DB/SS</p> <p>All staff, Govs</p> | <p>and ongoing</p>            |      |
| <p><b>Underlying Health Conditions</b></p> | <p>Pupils, Staff or visitors who have underlying health conditions, may be more susceptible to catching COVID-19</p> | <p>1. Staff that have underlying severe health conditions have been identified &amp; those with the severe conditions are now able to return to school from 1 August 2020 but MUST maintain social distancing.</p> <p>2. Staff classed as vulnerable health conditions will be socially distanced from all staff and pupils.</p> <p>3, Clinically extremely vulnerable pupils and pupils with underlying health conditions have been identified.</p>  | <p>1. Ascertain if staff circumstances have changed.</p> <p>2. Regular checks of vulnerable staff in school ensure that they are safe from contact with other staff and children. As a result the admin office and Headteacher's office will be out of bounds for children. Staff to socially distance (1m) from each other.</p> <p>3. Any pupils who are clinically extremely vulnerable, who have been advised by a health profession not to return to school must do so. Ensure that any pupil with underlying health conditions are able to</p> | <p>SLT</p>   | <p>07.09.2020 and ongoing</p> |      |

| What are the hazards?  | Who might be harmed and how?   | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?   | Action by whom? | Action by when? | Done |
|--|--|--|--|-----------------|-----------------|------|
|  |  |  | manage with the new school procedures.   |                 |                 |      |
| <p><b>Group Transmission</b></p> <p>Transmission of COVID-19 throughout the school including pupils and staff.</p> <p>Responding to any infection within the school.</p> | <p>Children, in particular infant children and children with SEN, cannot be expected to remain 1 metre apart from each other and staff.</p> <p>Staff to socially distance from each other.</p> <p>Transmission risk is high.</p> | <ol style="list-style-type: none"> <li>1. Reduced numbers in school to vulnerable and keyworker children only during national lockdown in January 2021.</li> <li>2. Reduce contact between adults &amp; children as much as possible. Transmission risk will be reduced by ensuring children and staff only mix in a consistent group and that group stays away from other people and groups whenever or wherever possible</li> <li>3. Social distancing enforced where possible throughout the school inside and outside for children and staff</li> <li>4. Junior Keyworker and vulnerable children will operate with front facing desks wherever possible or seating to allow for greater distance between pupils – in Resource Area to allow greater ventilation</li> <li>5. Ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of each day.</li> <li>6. The school meadow will be divided into 4 zones for each class. Playground (Used</li> </ol> | <ol style="list-style-type: none"> <li>1. Staggered start times and dismissal times to minimise adult to adult contact.</li> <li>2. There will be no whole school assemblies or gatherings</li> <li>3. Adults to take registers and lunch register and an adult must return them to the school office.</li> <li>4. Remind all staff that children should remain in class base ‘bubble’.</li> <li>5. Children will be able to use toilets and one toilet allocated to each class – new signs for each toilet to be put in place. Toilets will be disinfected during the day.</li> <li>6. Zones in play areas allocated with cones.</li> <li>7. Ensure stock of cleaning equipment is in school at all times.</li> </ol> |                 | 07.09.2020      |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom? | Action by when? | Done |
|-----------------------|------------------------------|--|---|-----------------|-----------------|------|
|                       |                              | <p>if meadow too wet) divided into infants and junior sections and playtimes will be staggered if on playground.</p> <p>7. No sharing of resources outside of each class group whenever possible. If resources are required to be share across classes then this should be planned for where possible and at least 72 hours between use or equipment will need to be cleaned and disinfected if required earlier. Classrooms have disinfectant and disposable cloths for their use.</p> <p>8. All Staff are aware of the procedure if a child becomes ill at school: staff must use masks/visors, apron &amp; gloves provided &amp; take the child outside the covered exit, until parent arrives (office staff will contact parents). If a member of staff is taken ill they should immediately go home or wait outside until someone is able to collect them. Staff will then need to deep clean the area. Parents and ill staff member should follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> – copies of this document have been printed and are in class/admin office PPE equipment box.</p> | <p>8. The <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> has been updated as of 8 July 2020 and is being replaced by the Admin Assistant in all the PPE equipment boxes.</p> <p>9. Ensure all stock levels for PPE, first aid and cleaning items are maintained.</p> |                 |                 |      |

| What are the hazards?       | Who might be harmed and how?   | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom? | Action by when?        | Done |
|-----------------------------|--|--|---|-----------------|------------------------|------|
|                             |  | <p>9. PPE is in place in school as well as cleaning equipment.</p> <p>10. School is to actively engage with the NHS Track and Trace system and procedures by providing details about this process to both staff and parents in their updated information packs.</p> <p>11. The school must manage the confirmed cases of coronavirus (COVID-19) amongst the school community by contacting the local health protection team. This process will be shared with staff and parents in their updated information packs. Details for staff to contact the Local Health Protection Team will be posted on the whiteboard in the staff room as well as on the admin and headteachers noticeboards. The Headteacher, Senior Management Team and/or Senior Administrative Officer will take responsibility for reporting whenever possible.</p> |   |                 |                        |      |
| <b>Cleaning and Hygiene</b> | Children, staff or visitors could contract COVID-19 through touching surfaces/communal objects | <ul style="list-style-type: none"> <li>• Discuss with caretakers, cleaners and staff the additional cleaning requirements.</li> <li>• A deep clean of the school will take place during the holidays.</li> </ul>   | <ul style="list-style-type: none"> <li>• Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a><br/>Document attached to this risk assessment</li> <li>• Review the <a href="#">guidance on hand cleaning</a></li> <li>•</li> <li>• Replace or put additional Catch it, Bin it,</li> </ul> | GB              | 15.07.2020 and ongoing |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?   | Action by whom?   | Action by when? | Done |
|-----------------------|------------------------------|--|--|-------------------|-----------------|------|
|                       |                              | <ul style="list-style-type: none"> <li>• Daily cleaning includes wiping down of frequently touched areas e.g. door handles, chairs tables.</li> <li>• Ensure that sufficient handwashing facilities are available for staff, children and visitors. Hand sanitizer will be in reception area for staff and visitors.</li> <li>• Provide hand sanitiser in classrooms and other learning environments e.g outside.</li> <li>• Every child will use hand sanitiser before entering the school in the morning and when leaving at the end of the day. The hand sanitiser will be based outside the children's entrance for Diamonds, Sapphires and Pearls class. Year 6 will have a hand sanitiser outside their class entrance door</li> <li>• Clean surfaces that children and young people are touching, such desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than usual.</li> </ul> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>○ clean their hands before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> </ul> | <p>Kill it signs around school.</p> <ul style="list-style-type: none"> <li>• On return to school in September all pupils should be reminded of this routine by their class teachers.</li> <li>• Ensure all surfaces are wet before cleaning – do not clean/polish with a dry cloth. Disinfectant spray and disposable cloths to be provided in all classroom for use by staff throughout the day where and when necessary.</li> <li>• Children will be given their own stationary packs or trays with all the resources they require.</li> <li>• Toys and equipment will be used on a 3 day rota. Any equipment that needs to be cleaned will be carried out using the classroom sinks with warm water and washing up liquid.</li> <li>• Reiterate to staff that face masks/shields &amp; gloves are only needed when children are ill or showing symptoms of COVID-19</li> <li>• Remind staff to avoid eye level communication with pupils.</li> <li>• Pedal bins to be purchased for all classrooms, offices, toilets and staff room. Bin liners must be used.</li> <li>• Ensure stock levels of hand wash, paper</li> </ul> | Class-based staff |                 |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)?  | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom? | Action by when? | Done |
|-----------------------|------------------------------|--|---|-----------------|-----------------|------|
|                       |                              | <ul style="list-style-type: none"> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Ensure that bins for tissues and paper towels are emptied throughout the day if necessary.</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation by opening windows &amp; doors.</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>• The staff room can now be used as long as a gap of one seat is left between each person. Staff must wipe down the arms of the chair after they have used them. Staff should keep the room ventilated, if the door is to be closed, by opening the windows.</li> <li>• Staff must ensure their hands are clean before touching anything in the staffroom. Staff may wear gloves provided when preparing drinks and food in the staff room and wipe down</li> </ul> | <p>towels, hand sanitizer is maintained. Hand sanitizer dispenser are in working condition and replacement batteries are available.</p> |                 |                 |      |

| What are the hazards?                                | Who might be harmed and how?   | What are you already doing (existing Control Measures)?   | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom? | Action by when? | Done |
|--|--|---|---|-----------------|-----------------|------|
|  |  | surfaces with disinfectant using disposable cloths.   |   |                 |                 |      |
| <b>Staffing Arrangements and plans for reopening</b> | Staff  | <ul style="list-style-type: none"> <li>All teachers will work from home during the January lockdown so that they can provide high quality remote learning.</li> <li>Children in school will be taught by the teaching assistants and their learning will be overseen by a supply teacher and the headteacher.</li> <li>No Peripetetic music teachers will be permitted to come into school and music lessons will be offered online.</li> <li>Sports coaches will continue to deliver PE as this is essential to the children's wellbeing. PE lessons will take place outside or in the hall with control measures in place.</li> <li></li> </ul> | <ul style="list-style-type: none"> <li>Communicate with staff about the plans for reopening (for example, safety measures, timetable changes and staggered arrival and departure times)</li> <li>Continue to monitor staff wellbeing.</li> </ul> <p>Hand sanitizers, good ventilation</p> | SLT             | 07.09.2020      |      |
| <b>Pupils Wellbeing including Behaviour</b>          | Children and families may feel the impact of social distancing on their mental wellbeing.<br><br>Children soiling in school. | <ul style="list-style-type: none"> <li>Parents told that any anti-social behaviour from their child will not be tolerated &amp; may result in exclusion from school if their behaviour is putting others at risk.</li> <li>Parents will be asked to collect their child should they soil themselves in</li> </ul>   | <ul style="list-style-type: none"> <li>Review our school behaviour policy to reflect the new rules &amp; routines necessary to reduce risk in our setting</li> <li>Ensure planning addresses mental health &amp; offers pastoral support for children returning to school.</li> </ul>     | HT and Teachers | Ongoing         |      |

| What are the hazards?                     | Who might be harmed and how? | What are you already doing (existing Control Measures)?   | Do you need to do anything else to manage this risk (Additional Control Measures)?  | Action by whom?             | Action by when? | Done |
|---|------------------------------|---|---|-----------------------------|-----------------|------|
|   |                              | school.   |   |                             |                 |      |
| <b>Provision of Food</b>                  | Children and staff           | <ul style="list-style-type: none"> <li>• School kitchen will be open and offering the usual lunch to all children</li> <li>•</li> <li>• Food bank information passed on to families via email to all parents</li> <li>• Government scheme Food vouchers will be issued as soon as available to families eligible for free school meals.</li> </ul>  | <ul style="list-style-type: none"> <li>• Children will eat their lunch in their classroom.</li> </ul>   | Admin and class based staff | 07.09.2020      |      |
| <b>First Aid and Medicines in schools</b> | Staff, Visitors and Children | <ul style="list-style-type: none"> <li>• Each class will always have access to a member of staff who will be first aid qualified.</li> <li>• Each class will have their own first aid kit and PPE equipment.</li> <li>• All asthma inhalers will be kept in the classroom for use by children.</li> <li>• Any child who is prescribed or requires medication must be able to self-administer it, otherwise the child may need to stay at home.</li> </ul> | <ul style="list-style-type: none"> <li>• Supplies of first aid and PPE materials will be available from the reception area, to enable staff to top up their provisions.</li> <li>• Class room staff must record use of inhalers on the pupil's record sheet.</li> </ul> |                             |                 |      |

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|--|---------------------------------|--|
| <b>Risk Assessor</b><br>Sally Slack          | Signature<br><i>Sally Slack</i> | Date<br>08.07.2020   |
| <b>Responsible Manager</b><br>Danielle Brown | Signature<br>Danielle Brown     | Date<br>08.07.2020<br>Updated 01.11.2020<br>Updated 05.01.2021 |

| <b>Date Reviewed</b>             | <b>Signature</b> | <b>Role</b>        |
|----------------------------------|------------------|--------------------|
| 15.07.2020 Approved by Governors | Tom Cooper       | Chair of Governors |
| 1.11.20                          |                  |                    |
| 5.1.2021                         |                  |                    |
|                                  |                  |                    |

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

| No | Hazard not fully controlled         | Performance Status | Action required  | Person Responsible              | Target Date  | Date of Completion |
|----|-------------------------------------|--------------------|--|---------------------------------|--|--------------------|
|    |                                     | High               |  |                                 |  |                    |
|    |                                     | Medium             |  |                                 |  |                    |
|    |                                     | Low                |  |                                 |  |                    |
| 1. | <b>Site and its Environment</b>     |                    | <ul style="list-style-type: none"> <li>Ensure adequate signage clearly instructs parents and visitors when they arrive on site – to be checked and replaced prior to the return to school in September.</li> <li>Ensure hand sanitizers are available in every area of the building.</li> <li>Ensure cleaning products are available to disinfect furniture and toilets after use.</li> <li>Produce document for staff, and pupils giving them protocol and procedures that will be in place.</li> <li>Sort play equipment for each class to use and be retained in their classroom.</li> <li>Create a cleaning schedule.</li> <li>Screen to be put in place on reception desk</li> <li>Full site inspection prior to reopening with all staff</li> <li>Review Health &amp; Safety policy &amp; amend as necessary</li> <li>Review this RA</li> <li>Meet with Governors to share RA, procedures and protocol.</li> </ul> | All staff and gobs<br><br>Admin | Govs to meet 15.07.2020 to approve documentation<br><br>Other action by 01.09.2020 and ongoing |                    |
| 2. | <b>Underlying Health Conditions</b> |                    | <ul style="list-style-type: none"> <li>Regular checks of vulnerable staff in school to ensure they remain fit for work and that their working environment is safe</li> <li>Identify any pupils who are clinically vulnerable &amp; ensure they do not attend school</li> </ul>   | SLT and Admin                   | Ongoing  |                    |
| 3. | <b>Group Transmission</b>           |                    | <p>Issue staff with information for all pupils returning to school in September 2020.<br/>Create zones for playground to reduce risk of children interacting with other classes.<br/>Set up procedure for books in classes and in the library.</p> <ul style="list-style-type: none"> <li>Remind staff of the procedure if a child becomes ill at school: staff should use masks/shields, apron and gloves provided &amp; take the child to the nearest outside covered area until parent arrives. Staff involved then need to deep clean area immediately.</li> </ul>   | SLT and Admin                   | 01.09.2020   |                    |

|    |   |  |   |           |                        |  |
|----|---|--|---|-----------|------------------------|--|
|    |   |  | <ul style="list-style-type: none"> <li>Follow the revised <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a><br/>Put guidance note in document for staff.</li> </ul>  |           |                        |  |
| 4. | <b>Cleaning and Hygiene</b>                 |  | <ul style="list-style-type: none"> <li>Follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> and <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Review the <a href="#">guidance on hand cleaning</a> and display around the school.</li> <li>Ensure that the hand sanitizer is set up each day and refilled when necessary.</li> <li>Ensure all surfaces are wet before cleaning – do not clean/polish with a dry cloth. Procedures for cleaning to be given to all staff and provided with equipment in classes to clean when necessary. Ensure that we have enough replacement stock.</li> <li>Clean equipment during the day, when possible to avoid cross contamination when handled by different children and teachers.</li> <li>Wash equipment including scissors, pens and pencils at the end of the day when used, in classroom sinks with warm water and washing up liquid</li> <li>Reiterate to staff that face masks/shields &amp; gloves are only needed when children are ill or showing symptoms of COVID-19</li> <li>Purchase and install pedal bins in classrooms</li> <li>Remind staff to avoid eye level communication with pupils</li> <li>Prop open doors and open windows at the start of the day.</li> <li>Close all windows and doors after children have left</li> <li>Provide staff with guidance about using staff room and the equipment.</li> </ul> | All staff | Ongoing                |  |
| 5. | <b>Staffing Arrangements</b>                |  | <ul style="list-style-type: none"> <li>Communicate with staff about the plans for reopening in September 2020 (for example, safety measures, timetable changes and staggered arrival and departure times)</li> <li>Continue to monitor staff wellbeing</li> </ul>   | SLT       | 01.09.2020 and ongoing |  |
| 6. | <b>Pupils Wellbeing including Behaviour</b> |  | <ul style="list-style-type: none"> <li>Review our school behaviour policy to reflect any new rules &amp; routines necessary to reduce risk in our setting</li> <li>Ensure planning addresses mental health &amp; offers pastoral support for children returning to school.</li> <li>Ensure online home learning continues to be offered to all pupils not able to attend school due to self isolation.</li> <li>Inform parents and staff about procedure should a child soil themselves</li> </ul>  | SLT       | 01.09.2020             |  |

|    |   |  |  |     |            |  |
|----|---|--|--|-----|------------|--|
| 7. | <b>Provision of Food</b>                  |  | <ul style="list-style-type: none"> <li>Children to eat lunch in classroom or their designated areas on the playground.</li> <li>Food bank information passed on to families via email to all parents.</li> <li>Government Food voucher scheme for children eligible for free school meals</li> </ul>                               | SLT | 01.09.2020 |  |
| 8. | <b>First Aid and Medicines in School.</b> |  | <ul style="list-style-type: none"> <li>Supplies of first aid and PPE materials will be available from the reception area, to enable staff to top up their provisions. Stock of cleaning and PPE/first aid equipment to be maintained.</li> <li>Class room staff must record use of inhalers on the pupil's record sheet</li> </ul> | SLT | 01.09.2020 |  |

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|--|------------------------------------|--|
| <b>Responsible Manager</b><br>Danielle Brown | Signature<br><i>Danielle Brown</i> | Date 15.07.2020<br>updated 1.11.20<br>Updates 05.01.2021 |
|--|------------------------------------|--|