

ACADEMY Queensmead Primary Academy	SECTION/TEAM: ALL	DATE OF ASSESSMENT Jan 2022
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy		HOW MANY ARE AFFECTED? 520 approx. (pupils and staff)

All staff must read this document.

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) . In particular, academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

1. *Ensure good hygiene for everyone.*
2. *Maintain appropriate cleaning regimes.*
3. *Keep occupied spaces well ventilated.*
4. *Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.*

NB for the purposes of isolation, *18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.*

In addition and in respect of all Health & Safety Risk Assessments Principals are responsible on behalf of the Trust for ensuring at all times that they have 'active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice'

Once completed this RA and any other relevant RAs must be posted on the Academy's website. Parents and carers can access more Government information [here](#)

**Principals must advise the Trust immediately if they are concerned that any controls are not operating as designed**

**This document should be read in conjunction with the Trust document 'COVID-19 Revised Operating Procedures'**

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> <li>The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. self-isolation, changes in local arrangements etc.</li> <li>Principal or Senior Leader to ensure guidance <a href="#">here</a> is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	<p>Contact Trust Emergency Planning Team for advice if unsure.</p> <p>Principal shares and discusses Risk Assessment (RA) and Revised Operational Procedures (OP) with Senior Leadership Team (SLT), H&amp;S Contact, H&amp;S Rep and Site Manager</p> <p>RA and OP uploaded to Smartlog and emailed to Trust Operations Director</p> <p>A copy of this RA sent to all staff to read.</p> <p>RA and OP to be posted on academy website</p>	Low
<b>Health and Wellbeing</b>				
Mental health and wellbeing of staff adversely impacted	<ul style="list-style-type: none"> <li>Trust Board to ensure that staff wellbeing and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads <a href="#">here</a> and remote working <a href="#">here</a> and <a href="#">here</a></li> <li>Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc.</li> <li>Health and Safety Committee to be consulted prior to guidelines being issued</li> <li>Except in an emergency no business emails, texts or phone calls to be sent/made outside of normal working hours</li> </ul>	✓	<p>Academies to have regular staff meetings to discuss measures they are proposing putting in place to ensure they are suitable and sufficient.</p> <p>No staff should regularly exceed their contracted hours</p> <p>Managers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments.</p>	Low

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	<p>(an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening)</p> <ul style="list-style-type: none"> <li>Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors</li> <li>Additional guidance on mental health can be found <a href="#">here</a> and resources <a href="#">here</a></li> </ul>			
Mental health and wellbeing of pupils adversely impacted	<ul style="list-style-type: none"> <li>Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team</li> <li>Trust to ensure that all academies have trained staff or access to trained people who can provide support to pupils</li> <li>Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc.</li> <li>Additional resources can be found <a href="#">here</a></li> </ul>	✓	<p>Principals to identify suitable staff to lead on mental health and wellbeing for pupils</p> <p>Principals to ensure that all staff are familiar with local arrangements including internal and external support networks.</p>	Low
Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc				
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> <li>Staff in these groups to consult with their medical professional for advice on keeping safe within the workplace</li> <li>Managers should be flexible in how staff in</li> </ul>	✓	<p>Managers to review staff members' needs on a case by case basis.</p> <p>Remote working no longer considered as a response by the Government.</p>	Low

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	these groups are deployed. <ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. See Government guidance <a href="#">here</a>, <a href="#">here</a> and <a href="#">here</a></li> </ul>		Principals will meet affected members of staff and complete individual RA where necessary.	
Pregnant staff at increased risk from COVID-19	<ul style="list-style-type: none"> <li>• As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above)</li> <li>• The same principles and controls apply to pregnant pupils</li> </ul>	✓	Ensure that New and Expectant Mothers RA reflects any site-specific arrangements for COVID-19  New and Expectant Mothers RA will be completed by the line manager in consultation with the member of staff  Ensure that Pregnant School Girls RA reflects site specific arrangements	Low
<b>Reducing the Risk of Infection</b>				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• PPE to be used where personal care, First Aid or other close contact is required in accordance with existing Trust guidance and RAs</li> <li>• PPE must be removed safely. Principals should arrange for copies of the Safe System of Work (SSW11.2) to be displayed in staffrooms, First Aid rooms, hygiene rooms etc.</li> </ul>	✓	Donning and doffing of PPE posters are displayed in staffrooms.  PPE to be worn when dealing with injuries and medical incidents.	Low
Face coverings	<ul style="list-style-type: none"> <li>• Face coverings are required in academy buildings in communal areas.</li> </ul>	✓	Facemasks to be continued to be worn in communal areas until further notice. This will be reviewed regularly	

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	<ul style="list-style-type: none"> <li>• Face coverings are not required in classrooms but individuals (staff or pupils) may continue to wear masks or shields if they wish</li> </ul>		(every 2 weeks)	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>• Staff reiterate hygiene standards throughout day</li> <li>• Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> <li>• Hand wash with soap and water for 20 seconds</li> <li>• Use disposable hand towels in preference to dryers if possible</li> <li>• Hand wash or use of hand sanitiser on entry and exit from building</li> <li>• Hand wash before eating</li> <li>• Hand wash after eating</li> <li>• Hand wash after going to the toilet</li> <li>• Use disposable tissues or 'bent elbow' for coughs and sneezes</li> <li>• Refrain from touching face</li> </ul>	✓	Display hand washing and hygiene posters in toilet areas, staffroom and classroom  Clean all washroom and other hygiene facilities regularly throughout the day - at least twice as per the latest DfE Operational guidance  Provide adequate supplies of sanitiser at strategic points within the building, including exits  Ensure other supplies in toilets e.g. toilet rolls, paper towels are adequate at all times  Empty waste bins at regular intervals and follow Trust guidance on disposal  Hand wash for preference followed by sanitiser if needed  Site staff and cleaners should wear PPE (minimum of disposable gloves) when cleaning	Low
Poorly ventilated areas	<ul style="list-style-type: none"> <li>• Keep occupied spaces well ventilated</li> <li>• Mechanical ventilation should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance</li> </ul>	✓	Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where numbers may be in excess of the norm for that area e.g. parent evenings	

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	<p>and that only fresh outside air is circulated.</p> <ul style="list-style-type: none"> <li>• If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>• Mechanical ventilation systems should be maintained in accordance with the manufacturers' recommendations</li> </ul>		<p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. Fire doors must only be kept open with an approved automatic alarm activated device</p> <p>Balance the need for increased ventilation while maintaining a comfortable temperature. The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak <a href="#">here</a> and CIBSE COVID-19 advice <a href="#">here</a> provides more information.</p> <p>NB emergency final exit (external) doors are not fire doors; they may be held open if necessary and do not need an approved automatic closer. External doors should only be left open where it is safe to do so e.g. no security or safeguarding impact.</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> <li>• new, continuous cough</li> <li>• high temperature</li> <li>• loss of taste and/or</li> <li>• loss of smell</li> </ul>	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school due to the risk of them passing on COVID-19</li> <li>• If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance <a href="#">here</a></li> <li>• Maintain social distancing unless the person requires immediate help to prevent</li> </ul>	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupil's needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained see guidance <a href="#">here</a></p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p>	<p>Low</p>

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	<p>injury</p> <ul style="list-style-type: none"> <li>Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE <a href="#">here</a></li> <li>If there are several outbreaks within the school may have to implement its contingency / outbreak management (business continuity) plan (CMP). Principals should contact the Trust Operations Director and follow the Government guidance <a href="#">here</a></li> </ul>		<p>The small intervention room opposite the music cupboard will be used as an isolation room for KS1 and 2 pupils. EYFS pupils will use the intervention room next to the staff room. A staff member will remain in attendance until pupils are collected. The staff member will remain outside of the isolation room to provide reassurance to the pupil whilst waiting. Staff member should don full PPE whilst in attendance and follow doffing guidelines when removing.</p> <p>The accessible toilet will be available for any pupil potentially suffering symptoms of COVID-19</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms</p> <p>Review and if necessary update CMP</p>	

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			<p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&amp;S SharePoint site)</p>	Low
<b>Curriculum and Pupils</b>				
Specific curriculum risks e.g. music, drama, PE	<ul style="list-style-type: none"> <li>Ensure good hygiene arrangements are in place including avoiding sharing musical instruments or cleaning them before use by another person.</li> <li>The majority of sports equipment can be used as normal. Contact surfaces on</li> </ul>	✓	Principals should also follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PE	Low



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	<p>gymnasium equipment e.g. vaulting horse, trampoline etc. should be cleaned at the same frequency as other contact surfaces within the school.</p> <ul style="list-style-type: none"> <li>Frequent contact surfaces in changing rooms e.g. handles, taps etc. should be cleaned in accordance with the arrangements for general cleaning detailed in this document</li> </ul>			
Catering				
Contaminated surfaces in dining halls	<ul style="list-style-type: none"> <li>All tables are wiped down with a suitable cleaner/sanitiser Sumabac D10 or similar between sittings by midday supervisors</li> </ul>	✓	Principals to ensure that cleaning arrangements are in place and all staff have received appropriate training in cleaning methods, safe use of products and are issued with appropriate PPE as required by risk assessment	Low
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Out of bounds areas	<p>With the exception of the areas mentioned below there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked, with entry restricted to site staff for maintenance purposes.</p> <ul style="list-style-type: none"> <li>Unused rooms e.g. classrooms not being used for teaching</li> </ul> <p>Unused rooms must be cleaned before being brought back into use</p>	✓	<p>Restricted areas and other unused rooms should remain locked at all times unless they provide a designated alternative escape route from another room/area</p> <p>It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned, they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down.</p> <p>Fogging will be used in response to areas of high</p>	Low

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			number of infections.	
Classroom and staff resources	<ul style="list-style-type: none"> <li>Resources, which have to be touched e.g. computers, keyboards, input devices, screens, toys, etc. should only be cleaned in line with the enhanced cleaning arrangements</li> </ul>	✓		Low
Premises cleaning regime inadequate	<ul style="list-style-type: none"> <li>Regular cleaning throughout the day of frequently touched surfaces (at least twice during the school day in addition to normal cleaning regime)</li> <li>Thorough daily clean - in line with guidance</li> <li>Disinfect if required</li> <li>Follow Government guidance <a href="#">here</a></li> </ul>	✓	<p>Adhere to Government guidance and Trust Guidance &amp; Information Sheets, Risk Assessments and Safe System of Work.</p> <p>To remove any virus that may be present the following frequently touched surfaces should be cleaned at least twice during the school day: door handles, handrails, tabletops, play equipment and toys, toilets e.g. taps, handles, WC flush, seat and lid and/or backrest (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.</p>	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> <li>Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are sanitised on a daily basis</li> <li>Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by pupils</li> </ul>	✓	<p>Item that are used by different people throughout the day e.g. keyboards, phones at reception desks should be cleaned daily and/or before and after being used by another person</p> <p>Use appropriate sanitisers and ensure supplies are available for staff to use</p> <p>Unless otherwise specified by the manufacturer the</p>	Low

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	<ul style="list-style-type: none"> <li>• Touch points on other fittings e.g. handrails, handles, push plates should be cleaned at least twice per day</li> </ul>		<p>following cleaning regimes should be followed:</p> <p><b>Hard toys.</b> Hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by pupils e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe and must not be immersed. The manufacturer’s guidance must be adhered to</p> <p><b>Soft toys.</b> Soft toys should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer’s instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Any additives must be suitable for use with items used by children</p>	
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> <li>• Sign in/out procedure in place. Using touch screen systems e.g. Invenry or manual paper based systems</li> </ul>	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded.</p> <p>Staff will enter and exit through the main office. A sign-in system will be operated by the office staff.</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19</p>	Low
Fire evacuation and emergency lockdown procedures	<ul style="list-style-type: none"> <li>• Review evacuation plan and update if some parts of the building are still out of use or have been brought back into use</li> <li>• Ensure that at least two routes of escape are available once people have entered a</li> </ul>	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly</p>	Low

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	<p>protected escape route e.g. staircase, corridor. <b>If two routes aren't available, the Trust H&amp;S Manager <u>must</u> be contacted before the building is occupied</b></p> <ul style="list-style-type: none"> <li>• Rehearse fire evacuation / lockdown procedures with staff and pupils</li> <li>• Identify responsible person(s) in case of fire</li> <li>• Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan)</li> <li>• Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation</li> </ul>		<p>points etc.</p> <p>Drill at the start of each term.</p> <p>Principal to review and if necessary amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>In multi storey buildings, if upper storeys are being used, there must be sufficient trained EVAC chair operators at all times when people who might require a chair are on site</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> <li>• Ensure all checks are up to date before buildings and/or facilities are brought back into use</li> </ul>	✓	Contact Estates Team for advice if any checks are overdue and before opening buildings or facilities to staff and pupils	Low
<b>Are there any other foreseeable hazards associated with dealing with COVID-19</b>	<b><u>List any additional control measures:</u></b>			

## **Reference Documents**

COVID-19 Guidance for Schools and Other Educational Settings

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

COVID-19 Guidance on Extra Mental Health support for pupils and teachers

<https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.educationsupport.org.uk/>

<https://covid.minded.org.uk/>

COVID -19 Workload Reduction

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/Government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

HSE Guidance on Protecting Vulnerable Workers

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

- GAT Health and Safety Hub
  - GI 09 Stress – Assessment and Management
  - GI 09 Stress Flow Charts
  - GI 13 Slips and Trips
  - GI 16 New and Expectant Mothers
  - GI 19 COVID-19 – Deep Cleaning
  - GI 19.1 COVID-19 – Site Management Essentials
  - GI 19.2 COVID-19 – Reopening Academies
  - GI 19.3 COVID-19 – Cleaning Toys
  - GI 33 First Aid Provision
  - GI 51 Procedure for dealing with and disposal of Bodily Fluids
  - GI 74 Finger Traps
  - GI 85 Pregnant Academy Girls
  - Risk Assessments
    - RA Individual – Stress Action Plan
    - RA Team – Stress Risk Assessment
    - RA 13.1 Slips, Trips and Falls
    - RA 19.2 At Risk People
    - RA 19.3 Deep Cleaning

- RA 33.1 First Aid Provision
- RA Classroom Activities in Primary Schools
- RA New and Expectant Mothers
- RA Pregnant School Girls
- Safe System of Work
  - SSW 51.1 Dealing with Bodily Fluids
  - SSW 11.1 PPE – Using Gloves
  - SSW 11.2 PPE – Using a Face Mask
  - SSW 13.1 – Wet Dry Mopping

Managing Behaviour

<https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools>

Estates guidance

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.cibse.org/coronavirus-covid-19>

<b>ASSESSED BY (Print name)</b>	<b>SIGNED</b>	<b>DATE</b>
<b>LINE MANAGER</b>	<b>SIGNED</b>	<b>REVIEW DATE</b>
<b>Reviewed by</b>	<b>SIGNED</b>	<b>Review date</b>

**All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.**

If staff have any queries regarding this Risk Assessment (RA) and/or any associated documents e.g. Guidance & Information sheets (GIs), Safe System of Work (SSWs) they should raise these with their line manager **prior to undertaking any task covered by this RA**

Name	Date	Signature	Name	Date	Signature

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