



## COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

<b>Date of change</b>	<b>Section, Page and Change</b>
15/07/2021	New
31/08/2021	Updated sections Educational visits for international travel Visitors – key contractors



<b>Setting/Premises:</b>	North Denes Primary School		
<b>Location:</b>	Great Yarmouth		
<b>Assessment Date:</b>	2/9/21	<b>Last Review Date:</b>	January 2021
<b>Assessment completed by:</b>	SLT		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

**Key infection control measures**

*Cleaning and disinfection*

Item	Control measures	Yes / no / not applicable	Notes and further information	Date required and completed
	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> <li>• Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day</li> <li>• Equipment and resources are disinfected on a twice daily basis as a minimum.               <ul style="list-style-type: none"> <li>- Soft furnishings are disinfected with a proprietary fabric disinfectant spray daily.</li> <li>- Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene</li> </ul> </li> <li>• Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible.</li> </ul>		<p>In reception Milton fluid used to wipe toys and objects. Soft play items kept to a minimum and fogged daily, dressing up clothes washed twice weekly. Outdoor areas cleaned daily with a mist spray.</p> <p>Classroom based learning resources where possible will be allocated to individual pupils (e.g bead strings). Where equipment is shared within a class, children will use hand sanitiser before use.</p> <p>Each class to have a supply of disinfectant wipes</p> <p>Staff to read cleaning instructions prior to use.</p>	



	<ul style="list-style-type: none"> <li>Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use</li> </ul>		Disinfectant wipes for photocopiers. Disinfectant spray in staff areas.	02/09/21
	<ul style="list-style-type: none"> <li>If a surface is visibly dirty it is always cleaned prior to disinfection.</li> </ul>		Yes	02/09/21
	<ul style="list-style-type: none"> <li>Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</li> </ul>		Yes	02/09/21
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> <li>Know the schedule information.</li> <li>Have received relevant training/instruction</li> <li>Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment.</li> </ul>		Each class to have a supply of disinfectant spray and a designated cloth Staff to read cleaning instructions prior to use.	02/09/21

**Hand hygiene and respiratory hygiene arrangements**

Hand hygiene	<ul style="list-style-type: none"> <li>Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).</li> <li>Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts.</li> <li>Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> </ul>		<p>All children to be supervised washing hands and do this 1 at a time when possible. Sanitiser available in the classroom.</p> <p>Sessions to show them how to do this effectively as part of lessons especially for younger children.</p> <p>Daily reminders about hand washing, Use animation with younger age groups.</p> <p>Wash hands:</p> <ul style="list-style-type: none"> <li>after using the toilet</li> <li>before snacks</li> <li>before lunch</li> </ul> <p>Sanitise hands:</p>	02/09/21
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	<ul style="list-style-type: none"> <li>• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</li> <li>• Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>		<ul style="list-style-type: none"> <li>• when entering school</li> <li>• before and after using the toilet</li> <li>• before snacks</li> <li>• after break time</li> <li>• before lunch</li> <li>• after lunch</li> <li>• before leaving and at other required intervals during the day.</li> </ul> <p>Pupil work areas cleaned with anti-bacterial spray when appropriate.</p>	
	Hand washing is carried out using running water (static bowls are not used)		Yes	02/09/21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels		Yes	02/09/21
	Consideration has been given to replacing traditional taps with easy operating lever taps		All taps are lever operated	02/09/21
	<ul style="list-style-type: none"> <li>• Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</li> <li>• The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.</li> <li>• Hand sanitiser points are checked regularly and stock replenished where necessary.</li> </ul>		Yes	02/09/21
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.		None outside but at all entrances	02/09/21
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser		Yes	02/09/21



	points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)			
Respiratory Hygiene	<ul style="list-style-type: none"> <li>Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>Bins have lids and are emptied at the end of the day</li> </ul>		Yes	02/09/21
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements.		Yes	02/09/21

**Ventilation (and use of outside space)**

Use of outside space	Outside space will be used where it is possible, for lunchtimes and for meetings with staff and pupils, where well-ventilated spaces are not available.		No in-person assemblies unless necessary – all on-line or in class.	02/09/21
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> <li>Mechanical ventilation has been checked to ensure it provides fresh air to rooms</li> <li>Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.</li> <li>Where fresh air provision is not adequate windows are also opened in these areas.</li> </ul>		<p>New school building so all systems effective</p> <p>Air-conditioning systems in nursery and old reception block (ORB) – not to be used on recirculation</p> <p>Windows open in classrooms</p>	02/09/21
	<ul style="list-style-type: none"> <li>Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems)</li> <li>Non fire doors are secured in the open position</li> <li>Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.</li> </ul>		<p>School has mechanical ventilation system and CO2 monitors</p> <p>Corridor doors are kept open during the school day</p>	02/09/21
	<p>During cooler weather:</p> <ul style="list-style-type: none"> <li>Windows are fully opened before rooms are occupied and during breaks.</li> </ul>		Yes	02/09/21



	<ul style="list-style-type: none"> <li>Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially</li> </ul>			
Reassurance measures	<ul style="list-style-type: none"> <li>Consideration has been given to installing non-dispersive infrared (NDIR) CO<sub>2</sub> sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code</li> </ul>		CO2 sensors are fitted in all classrooms	02/09/21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.		No fans in use	02/09/21
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.		N/A	02/09/21
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> <li>The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less</li> <li>Equipment, machinery that prevent air circulating have been relocated where possible</li> <li>Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).</li> <li>Fans are not used in poorly ventilated areas</li> <li>Advise has been sought from HSW for using these areas</li> </ul>		Small group space used by Mrs Bull to deliver 1:1 and small group interventions is used with the door open	02/09/21

**PPE**

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.		Yes	02/09/21
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**Educational visits and use of third-party premises**

International visits	<ul style="list-style-type: none"> <li>• Bookings consider changes to the travel status that may occur during a visit, taking account of travel legislation, insurance cover and contingency planning</li> <li>• A separate risk assessment is completed for the trip , considering public health advice that is in place both in the UK and the country being visited including hygiene and ventilation and all areas identified below.</li> <li>• All elements of the trip are considered including transport, trips and accommodation.</li> </ul>		N/A	02/09/21
All visits	<ul style="list-style-type: none"> <li>• Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity.</li> <li>• The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation</li> <li>• Where appropriate, the third-party provider is involved in planning arrangements.</li> <li>• Arrangements are in place to encourage Asymptomatic Testing for school staff before and after the visit</li> <li>• Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing.</li> <li>• A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes:             <ul style="list-style-type: none"> <li>○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities</li> </ul> </li> </ul>		Yes	02/09/21



	<ul style="list-style-type: none"> <li>○ There is an appropriate level of insurance cover for the visit</li> <li>○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements</li> </ul>			
Specific considerations	<ul style="list-style-type: none"> <li>● Additional factors needed for children (and staff) with SEND and medical conditions have been considered.</li> <li>● There are contingency plans in place, for example, to respond to symptoms developing in the group.</li> </ul>		Yes	02/09/21

**Transport and travel**

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms		Yes	02/09/21
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.		Yes	02/09/21
	Windows are opened during journeys where it is safe to do so		Yes	02/09/21
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.		Yes	02/09/21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)		Yes	02/09/21
	<ul style="list-style-type: none"> <li>● Staff continue to use face coverings when using school transport unless exempt from doing so</li> <li>● Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings</li> <li>● Staff are encouraged to wear face coverings when using public transport.</li> </ul>		Yes	02/09/21

**Visitors**

	The time of visits occur so that visitors are separated from staff and pupils where possible.		Yes	02/09/21
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	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out		Yes	02/09/21
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• That you encourage participation in asymptomatic testing</li> <li>• Specific arrangements for the meeting, for example, applying respectful distancing where it is possible.</li> <li>• To leave the setting immediately if they develop symptoms</li> <li>• Hand shaking should be avoided</li> </ul>		Yes	02/09/21
	On arrival visitors will be: <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate.</li> </ul>		Yes	02/09/21
	A QR code is in place for events involving large numbers of visitors.		N/A	02/09/21
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.		Yes	02/09/21
Key contractors	<ul style="list-style-type: none"> <li>• Key contractors are aware of the control measures in place prior to visiting the site.</li> <li>• Key contractors confirm that they have completed a risk assessment prior to their visit.</li> </ul>		Yes	02/09/21

**Catering**

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .		Yes	02/09/21
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance		Yes	02/09/21



**Asymptomatic testing**

Autumn return	<ul style="list-style-type: none"> <li>Staff are encouraged to continue to test twice weekly until notified.</li> </ul>		Yes	02/09/21
Vaccination	Where eligible, staff are encouraged to participate in the vaccination programme.		Yes	02/09/21

**First aid**

First aid – all settings	COVID-19 First Aid guidance is followed.		Yes	02/09/21
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**Individual risk - pupils**

Clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required.</li> </ul>		Yes	02/09/21
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> <li>Individual risk assessments will be carried out for pupils who are at an increased risk</li> </ul>		Yes	02/09/21



Aerosol generating procedures	<ul style="list-style-type: none"> <li>A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's <a href="#">Educational Settings Guidance on AGP's</a></li> </ul>		N/A	02/09/21
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**Individual support planning**

Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.		Yes	02/09/21
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).		Pupils in Orchard have individual plans	02/09/21
	Support plans include: <ul style="list-style-type: none"> <li>Ensuring that staff increase their level of self protection,</li> <li>Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>		Yes	02/09/21
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.		Yes	02/09/21

**Wellbeing and attendance**

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, <a href="#">promoting and supporting mental health and well-being in schools is used.</a>		Yes – school Well-Being Service	02/09/21
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.		Yes	02/09/21
	Available resources are used to identify and support students and staff who exhibit signs of distress.		Yes	02/09/21



	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.		Yes	02/09/21
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.		Yes	02/09/21

**Staff health and well-being**

Individual assessment	<ul style="list-style-type: none"> <li>All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the <a href="#">template provided</a> is used to record conversations and agreed control measures.</li> </ul>		N/A	02/09/21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support		Yes – see summary RA doc	02/09/21

**Self-Isolation Arrangements – Staff and Pupils**

Symptoms	<ul style="list-style-type: none"> <li>Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks</li> </ul>		Yes	02/09/21
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> <li>Where notified by NHS Test and Trace</li> </ul>		Yes	02/09/21



	<ul style="list-style-type: none"> <li>• In line with travel - <a href="#">Entering the UK</a></li> <li>• If the person has COVID-19 symptoms</li> <li>• On receiving a positive LFD or PCR test</li> </ul>			
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**Collaboration**

**General Arrangements**

General Arrangements	<ul style="list-style-type: none"> <li>• Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents.</li> <li>• Communication routes are publicised and have been formally planned.</li> </ul>		Yes. For parents, there are year group emails, school absence telephone line, adults at the gate, school ping.	02/09/21
	<ul style="list-style-type: none"> <li>• Where required the setting has added additional information that has been identified in this risk assessment.</li> </ul>		Yes	02/09/21
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>		Yes	02/09/21
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.		Yes	02/09/21
All staff instruction and involvement	<ul style="list-style-type: none"> <li>• Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)</li> <li>• Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.</li> </ul>		Yes	02/09/21



	<ul style="list-style-type: none"> <li>• A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.</li> <li>• All staff have confirmed that they are confident in applying the control measures identified in this assessment.</li> <li>• Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).</li> <li>• Staff have been given the opportunity to discuss and resolve any concerns that they have.</li> </ul>		Risk assessments and staff info all on Google Drive	02/09/21
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.		Yes	02/09/21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.		Yes	02/09/21

**Respectful space**

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> <li>• Utilisation of online meetings and training where applicable</li> <li>• Keeping numbers minimised for in person meetings and training</li> <li>• Reduction of pinch points and areas of congestion</li> <li>• Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> </ul>		Yes	02/09/21
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**Hiring School Premises (and providing premises for club use)**



	<ul style="list-style-type: none"> <li>• Cleaning and disinfection requirements are established for all areas used (premises and equipment)</li> </ul>		Yes – hirers follow their own risk assessment. School hall cleaned before pupils enter in the morning	02/09/21
	<ul style="list-style-type: none"> <li>• Information about ventilation requirements is provided to the user</li> </ul>		Yes	02/09/21
	<ul style="list-style-type: none"> <li>• The school and user have agreed and confirmed their responsibilities prior to use,</li> <li>• The hirer has confirmed that they are following COVID-19 control measures for their activities</li> </ul>		Yes	02/09/21

**Review**

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> <li>• Effective</li> <li>• Working as planned</li> <li>• Updated appropriately (reflecting updates to the compliance code)</li> </ul>		Yes - reviewed by SLT on a regular basis. Staff given opportunity to comment and feedback.	02/09/21
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***Any other actions that are not listed above***




<b>Assessor's Name:</b>	<b>Manager's Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Signature:</b>