**Updated Risk Assessments to minimise the risk of being exposed to Covid-19**

The process involved consultation with all school staff.

**Methodology used for hazard identification and control**

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in (Insert School Name) to address significant hazards and risks in the workplace, to access the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for St. Projects in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

**Control measures:**

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

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| **Who may be affected?** | | **Identified Risks** | **Risk Communication, Education and Training** | | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | | |
| **Staff** | | Symptoms updated on website as information evolves  www.castletownnationalschool.ie | The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.  The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.  The Board of Management will:   * Ensure that all staff receive necessary training prior to returning to work * Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils * Promote safe individual practices within the school campus * Engage with staff in providing feedback on the preventive measures and their effectiveness * Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation * Emphasise the effectiveness of adopting protective measures especially good personal hygiene * Provide specific training in the proper use of PPE for staff, where required | | | Negligible | | Board of Management Principal  Staff | |
| Assessment Date: Sept 2021 | | | | | Assessor’s Name: Emer Russell | | | | |
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| **Who may be affected?** | **Identified Risks** | | | **Hygiene** | | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | | |
| All staff  Pupils  Visitors  Contractors  Public |  | | | The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate santitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:   * Wash their hands properly and often. Hands should be washed:   + After coughing or sneezing   + Before and after eating or preparing food   + Before and after using protective gloves   + Before and after being on public transport   + When arriving and leaving the school campus   + After toilet use * Cover theirmouth and nose with a tissue or their sleeve when coughing and sneezing. * Put used tissues into a bin and wash their hands * Develop a routine of incresed cleaning and disinfecting of frequently touched objects and surfaces   The BoM will supply required cleaning products, will ensure the correct use  and storage of disinfectants and will ensure all products are stored safely and securely.  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 37.5 degrees or above) * Cough * Shortness of breath * Breathing difficulties   Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days  Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.  Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor  Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850 \*\*School website has updates on symptoms as they evolve** | | | Requires monitoring | | Board of Management Principal  Staff  Visitors | |
| Assessment Date: September 2021 | | | | | Assessor’s Name: Emer Russell | | | | |

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| **Who may be affected?** | **Identified Risks** | | | **Hygiene** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| All staff  Pupils  Visitors  Contractors  Public |  | | | The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). * Appropriate social distancing markings are in place * Necessary PPE is available to staff * Standard cleaning and maintenance regimes are put in place and detailed records retained * Toilet facilities are cleaned regularly * All drinking water facilities will be shut down * Equipment sharing is minimised. Staff are encouraged not to share equipment * There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people * Covid compliant work areas to be available where social distancing guidelines can be applied * There is staggered use of canteen/kitchen or other communal facilities * Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow * All waste collection points are emptied regularly throughout and at the end of each day. * Staff use gloves when removing rubbish bags or handling and disposing of any   Rubbish and they wash hands with soap and water for at least 20 seconds afterwards | | Requires monitoring | Board of Management Principal  Staff  Visitors |
| Assessment Date: September 2021 | | | | | Assessor’s Name: Emer Russell | | |
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| **Who may be affected?** | | **Identified Risks** | **Social Distancing** | | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | | |
| All staff  Pupils  Visitors  Contractors  Public | |  | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Mangement will ensure that:   * all persons will adhere to relevant social distancing rules in relation to entering the   school, use of welfare facilities and while working in the school   * physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur * Break times will be staggered and school supervision procedures must be strictly adhered to * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) * Appropriate social distancing arangements will be in place throughout the facility * Meetings of staff will take place in socially distanced areas * There is currently a strict no handshaking policy in place within the school * All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible * Visits must be pre approved by Principal. Guidance around such visits will be communicated by Siobhán     Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):   * No worker has symptoms of Covid-19 * PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice * An exclusion zone for <2m work will be set up pre task commencement * Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | | | Requires monitoring  Serious | Board of Management Principal  Staff  Visitors |
| Assessment Date: September 2021 | | | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Cleaning** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff especially cleaning staff |  | All cleaning will be undertaken in line with DES and public health guidance.   * Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed * Cleaning staff will be trained in the new cleaning arrangements for the school * Sufficient cleaning materials and PPE will be available to allow for increased cleaning * Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves * System in place for the disposal of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection \*outdoor shed\* | | Requires monitoring | Board of Management  Principal  Staff |
| Assessment Date: August 2020 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Office and administration areas** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff |  | * Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff * The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. Limit to persons at a time in the office. | | Requires monitoring | Board of Management Principal  Administration staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Use of PPE** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff |  | The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.  Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.  PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.  PPE will not be required to be worn within the school facility according to current occupational and public health guidance.  Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:[**https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html**](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)  Face masks will be provided to all staff and are available for optional use.  Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.  \*Face coverings are not recommended to be worn by children under 13 years. | | Requires monitoring | Board of Management Principal  Staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Handling books and other resources during Covid-19** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff (particularly SNAs, school secretaries and school book rental co-ordinator) |  | The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:   * Maintain physical distancing (currently 2 metres) * Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school * Follow the agreed school protocols if you are displaying symptoms of Covid-19 * Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school – eg return of book rental * Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year – eg return of book rental * Hands should be washed in line with relevant guidance * Homework will be limited to online reading and spellings or other online activities. Journals and lunchboxes/bottles may go back and forth daily * Arrangements will be made for safe return of book rental – set time, set designated person to drop off to in yard, books to be in bags labelled and sealed. Gloves to be worn by staff | | Requires monitoring | Board of Management Principal  Staff |
| Assessment Date September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Using hand tools or equipment** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| **All staff** |  | * Staff must wear the appropriate PPE for the nature of the work that they are undertaking * All tools and equipment must be properly sanitised to prevent cross contamination * Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable * Cleaning material will be available so that all tools can be wiped down with disinfectant between each use * All mobile machinery (including lawnmowers) must be thoroughly cleaned and santisied prior to use | | Requires monitoring | Board of Management  Principal  Staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors  Contractors |  | **The Board of Management will*:***   * Appoint an appropriate person for dealing with suspected cases - Principal * Have a designated isolation area available within the school grounds – outdoor shelter. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers – ***Designated area: Library***   **If a person displays symptoms of Covid-19 the following procedure is to be implemented**:   * Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. * . * Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided | | Requires monitoring | Board of Management  Principal  Staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19 (continued)** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors  Contractors |  | * If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used * If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. * Arrange for appropriate cleaning of the isolation area and work areas involved. | | Requires monitoring | Board of Management Principal  Staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Covid-19 cleaning** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors |  | All cleaning will be undertaken in line with DES and public health guidance.     * It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This wil reduce the risk of passing the infection on to other people * The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours * For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished   should be double-bagged,   * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron * Wash hands regularly with soap and water for 20 seconds  and after removing gloves, aprons and other protection used while cleaning * Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal * All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors |  | All cleaning will be undertaken in line with DES and public health guidance.  Use disposable cloths or paper roll and disposable mob heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer’s instructions for dilution, aplication and contact times  Disinfectants used should be  effective against viruses.  **Additionally:**  Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.  When items cannot be cleaned using detergents or laundered (upholstered furniture of mattresses for example) steam cleaning should be used  Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of  If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus  contamination will have decreased substantially, and cleaning can take place as normal – outdoor shed will be used for this purpose | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |
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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19 (continued)** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors |  | **Laundry**   * Wash items in accordance with the manufacturer’s instructions. Use the warmest   water setting and dry items completely. Dirty laundry that has been in contact with  an unwell person can be washed with other people’s items. Do not shake dirty  laundry as this minimises the possibility of dispersing the virus through the air   * Clean and disinfect anything used for transporting laundry with your usual products,   in line with the cleaning guidance outlined above  **Waste Management**   * Waste should be put in a plastic rubbish bag and tied when full * The plastic bag should then be placed in a second bin bag and tied * It should be put in a suitable and secure place and marked for storage until the   individual’s test results are known   * All waste should be stored safely and kept away from children. You should not put   waste in communal waste areas until negative test results are known or the waste  has been stored for at least 72 hours ***– designated area – shed***   * If the individual tests negative, the waste can be put in with the normal waste. If the   individual tests positive, then store it for at least 72 hours and put in with the normal  waste | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Travel to and from work** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff |  | Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case **they should not travel to work.**  Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. | | Requires monitoring | All staff |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Dropping off and picking up of pupils** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Parents/guardians  Bus and taxi drivers  Wider Community |  | Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.  Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.  It expected that there will be pre-agreed staggered arrival times for school buses.  Parents/guardians will be encouraged to wait in the car outside of the school  Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up.  Bus arrivals will take place at 8.50  All other pupils will be required to arrive from 9-9.10  Staff will be in the yard to facilitate arrival and efficient walk to classrooms with space between  Croke Park hours will be used for 8.50-9 by teaching staff (5 each week – totaling 15h 10 mins over the year)  Teachers will meet the students in the classrooms from 8.50 onwards and ensure that children go straight to their pre assigned seat. | | Requires monitoring | Board of Management  Principal  Staff  Bus and taxi drivers |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Visitors to school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Wider Community |  | The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.  Visits to the school will be severely restricted and visitors will be asked to:   * Make a prior appointment before visiting the school * Remain at home if they have any Covid-19 symptoms * Follow the agreed Covid-19 protocols for the school * Sanitise before entering the premises * Attendance to be recorded on entry to building * Wear PPE if instructed * Adhere to social distancing requirements * Not to loiter – complete their business and leave premises   Siobhán will communicate this information to visitors | | Requires monitoring | Board of Management  Principal |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

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| **Who may be affected?** | **Identified Risks** | **Management of deliveries and supplies to school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Drivers  Wider Community |  | * All drivers to remain in their vehicle and to follow instructions to set down area * Ensure that all delivery transactions comply with physical distancing requirements * Agree a delivery protocol with suppliers * All deliveries to be planned with allocated times for collections and deliveries * Arrangements to be made for paperless deliveries * System to be agreed with suppliers to ensure reconciliations are accurate * Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.   .  Siobhán will share this information with visitors | | Requires monitoring | Board of Management  Principal  Staff  Delivery personnel |
| Assessment Date: September 2021 | | | Assessor’s Name: Emer Russell | | |

Addendum 18/01/2022

* FFFP2 medical grade masks have been provided for all staff
* C02 monitors have been allocated to each classroom and to staff room

**Ratified on 05/08/2020**

**Reviewed 28/09/2021and on 18/01/2022**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal**

**Declaration of Sight**

I have read and understand the contents of this document.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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