

### Bradford contact/family time phase one guidance June 2020

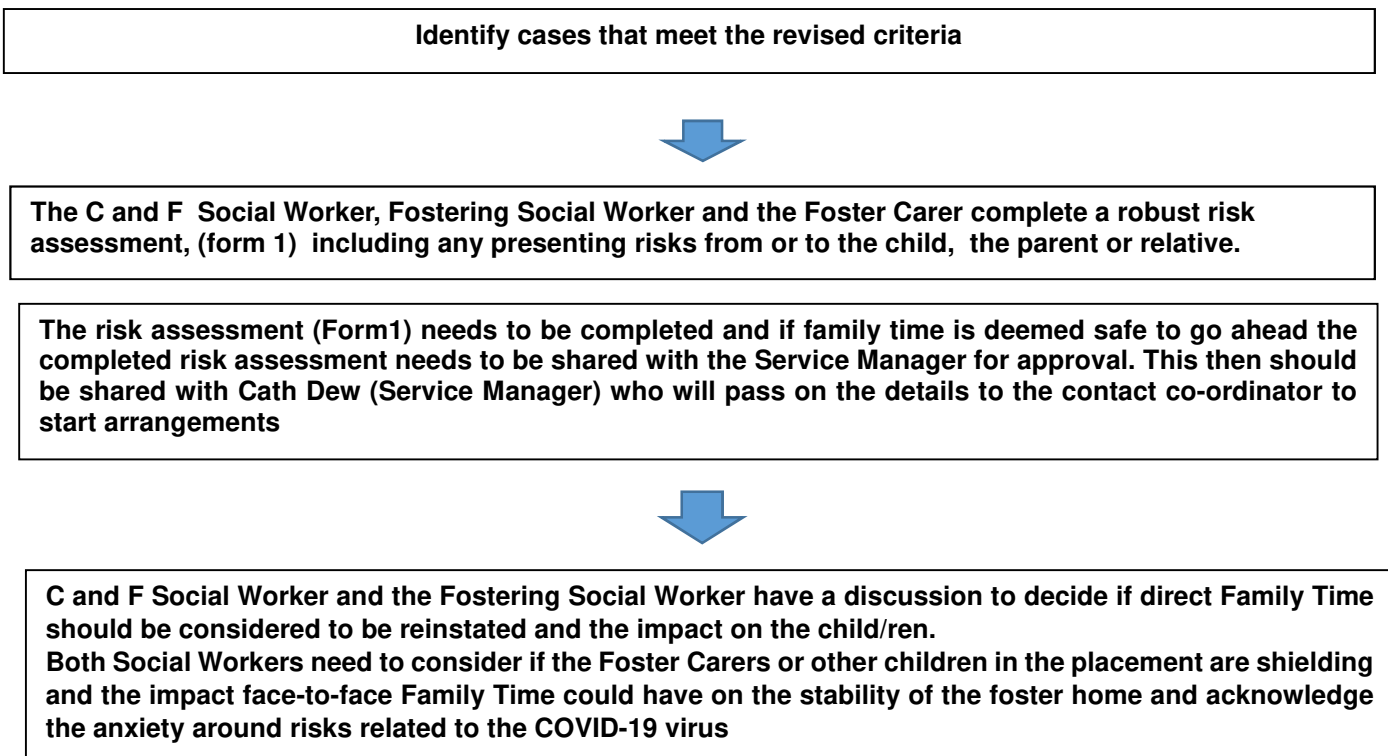
Bradford made the decision early in lock down to offer contact/family time 'by exception' in order to protect everyone involved. The criteria for consideration the reinstatement of face-to-face family time in phase one were as follows:

#### Phase One is for family time contacts for the following:

- Final contacts (children due to be placed for adoption)
- Babies that have been born after 1<sup>st</sup> March 2020
- Cases in care proceedings where there is a compelling need for face-to-face contact for the purposes of an assessment to prevent delay in decisions being made for children
- Children in kinship placements or living with Special Guardians - to be determined with Children in Care managers
- All the above will be subject to Service Manager discretion

Social workers and their service managers responsible for ensuring contact is as safe as possible for the children, parents and foster carers are required to complete a robust risk assessment and to share this to keep everyone safe. A comprehensive risk assessment of the building and for the role of the contact staff once inside the building was completed. Any person with Covid-19 symptoms will not be able to be part of this process. Contact staff take the temperature of all adults before contact and the foster carers will be asked to take the temperature of the children – anyone with a temperature will not be able to take part in contact. Any person who does not comply with the requests of staff to be safe will be asked to leave the building and contact will be suspended.

The diagram below explains the process for Phase 1 before face-to-face family time/contact is considered.



**Form 1**

<b>LCS Number:</b>			
<b>Name of Social Worker</b>			
<b>Name of Foster Carers Link Worker</b>			
<b>Service Manager</b>			
<b>DOB for Child:</b>			
<b>Reason for the Exception:</b>			
<b>Who is at risk</b>	<b>What is the risk</b>	<b>What action has been taken to control the risk</b>	<b>What further action needs to be taken to eliminate or reduce the risk</b>
Foster carer and other children in the household			
Child			
Parent			
Contact Supervisor if other than Contact service.			
<b>What are the transport arrangements?</b>			

**RISK ASSESSMENT FORM**

**Part A**

<b>DEPARTMENT/ SERVICE</b>									
<b>Assessor/ Person(s) assisting with the assessment</b>						<b>DATE</b>			
<b>TASK / ACTIVITY</b> (Include duration and frequency of task activity)						<b>Social Distancing / Covid-19 reducing risks at sites –</b>			
<b>Likelihood of Occurrence</b>	<b>Severity of Outcome</b>					<b>Persons / groups at risk</b>			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	<b>A</b>	Employees	<b>E</b>	General Public / Pupils
2 Unlikely	<b>LOW (2)</b>	<b>LOW (4)</b>	<b>LOW (6)</b>	<b>MEDIUM (8)</b>	<b>MEDIUM (10)</b>	<b>B</b>	New Employees	<b>F</b>	Visitors
3 Possible	<b>LOW (3)</b>	<b>LOW (6)</b>	<b>MEDIUM (9)</b>	<b>HIGH (12)</b>	<b>HIGH (15)</b>	<b>C</b>	Contractors / Sub-Contractors	<b>G</b>	Volunteers
4 Probable	<b>LOW (4)</b>	<b>MEDIUM (8)</b>	<b>HIGH (12)</b>	<b>HIGH (16)</b>	<b>HIGH (20)</b>	<b>D</b>	Young person / Work experience	<b>H</b>	Clients / Service users
5 Very Likely	<b>LOW (5)</b>	<b>MEDIUM (10)</b>	<b>HIGH (15)</b>	<b>HIGH (20)</b>	<b>HIGH (25)</b>	<b>Likelihood of occurrence X Severity of outcome = Risk Rating</b>  <b>Example:</b>  <b>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</b>			

**Part B**

<b>What are the hazards And what could happen</b>	<b>Affected persons groups</b>	<b>What are the existing control measures</b>	<b>Risk rating (refer to chart)</b>	<b>Further action required to eliminate or reduce the risk (who by and Date)</b>	<b>Residual risk rating (refer to chart)</b>
<b>General</b> Failure to ensure social distancing could result in a COVID-19 outbreak amongst our workforce and service users.	A/C/F/G/H	At present key workers, contact supervisors, an on sight manager and a Business Support Officers (BSO) are working from this service on a rota basis. Most of the key work staff team are WFH and only coming into to print etc.  This has resulted in a reduction of staff attendance at the site. Due to the number of staff on site, social distancing is maintained	15	All managers have been notified to inform staff of the plan.  A copy of the plan is to be displayed in reception area near the entrance to remind staff (for building security purposes this will be out of view from any members of the public). The BSO will remind everyone who	10

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		<p>through the rota system and the reduced number of people.</p> <p>Staff have been asked not to come into the building unless they are requested to do so by their manager.</p> <p>Social Distancing Signage is in place at entrances and also in communal areas to remind staff whilst in the building.</p> <p>Built Environment has undertaken an office/site survey and has provided a desk spacing plan for each department/office; furthermore a one way system (where possible) will be put in place for all entrances/exits/communal areas.</p>		enters the building to read the plan	
<p><b>Staffing</b></p> <p>A sudden increase in staff returning to premises and working within new guidelines could cause confusion and lead to instances of non-compliance</p>	A/B	<p>Managers are on a rota basis</p> <p>Staff will be asked to come in by managers using a rota, with staggered times if necessary and will be allocated working spaces by the BSO who have a room template with how many staff can be in each room.</p> <p>Staff will be asked to exit the site through the identified fire exits as per plan.</p> <p>Built Environment has undertaken an office/site survey and will provide a desk spacing plan for each department/office; furthermore a one way system (where possible) will be put in</p>	15		10

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		<p>place for all entrances/exits/communal areas. All managers have been notified to inform staff of the plan.</p> <p>New staff will be inducted to make sure they understand social distancing and conform to the RA.</p>			
<ul style="list-style-type: none"> <li>• Staff who are not aware of COVID – 19</li> <li>• Staff who are not fit to work;</li> <li>• Staff who are fit to work but have minor COVID-19 type symptoms;</li> <li>• Staff who have COVID-19 but are asymptomatic may attend premises</li> </ul>	A/B	<p>All staff will have done the online Covid-19 training</p> <p>General messaging from government about self-isolation. This has been shared with all the staff and is part of the training.</p> <p>Staff should be travelling alone in their own cars and are not being asked to transport children.</p> <p>Email from Service Manager to all staff has been sent.</p> <p>Staff will be responsible for cleaning up safely after themselves and ensure items are washed at 60 degrees after contact and to ‘clean as they go’ with anti-bacterial wipes.</p> <p>All waste will be double bagged and placed in outside lockable bin.</p> <p>Cleaners will be available to clean and a check list will be put into place in each room to show</p>	15	<p>Service Manager’s Responsibility for each Service/Department to monitor and share with staff.</p> <p>Any further communications Gold Command to be adhered to with immediate effect.</p> <p>Managers on site will be responsible for staff cleaning up as they go along and that all waste is double bagged and placed in outside waste bin.</p>	10

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		cleaning has taken place by staff and cleaning staff.			
Person/s requiring First Aid treatment – both patient and First Aider could spread COVID-19 virus and contravene social distancing.	A/C/F	Suitable notices displayed informing staff of new procedure to follow, relevant locations of first aid kits for self-administration and contact numbers of NHS service and defibrillator Identify first aiders in the building	15	Ensure all first aid responders are aware of the new procedure (managers / Facilities Management FM)	9
Staff with specialist equipment to enable safe and comfortable working will need access to this equipment when working from different locations or from home for long periods. There is a risk of injury if this equipment is not available.	A/B	Staff who require specialist equipment to be moved to be informed that they can collect such equipment, or request for equipment to be moved between council buildings.  A system to be put in place to allow staff to collect specialist equipment to be implemented via Facilities Management (FM) or Service Managers and implement an Inventory of Equipment delivered/collected.	15	Service managers to review staffs' needs on a regular basis.  Service Managers to review Inventory of Equipment on a regular basis. BSO's and chairs and rota use different rooms on a daily basis and wipes to clean after themselves – this needs to become part of our working routine	10
Staff may need to work from home for a long period of time and may have a temporary set up which is not DSE compliant. This could lead to injury.	A	Staff to be allowed to collect standard equipment such as office chairs and monitors. This will need to be done formally and through service managers, who will need to record on an Inventory of Equipment.  In some circumstances it may be a requirement for equipment to be delivered to people's homes. Caretakers have been doing this within social distancing.	15	All staff to complete a DSE assessment on their home working environment.  Service Managers to review Inventory of Equipment on a regular basis to ensure equipment meets with individual needs.	10
<b>Contractors</b>	A/C	Ensure that any contractor/s attending site/s	15	All contractors to use own	10

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Contractors may not be aware of the new arrangements in place regarding social distancing / sanitisation and new one way systems at sites and could be high risk to themselves and others whilst on site.		is/are informed and are made aware of and shown the new procedures and plans that are in place, and a copy of the Covid-19 RA is made available to them when signing in at sites. BSO's to share this information with the contractors.		equipment.	
<p><b>Entrances/Exits/Communal Areas/ Stairwells &amp; Lifts</b></p> <ul style="list-style-type: none"> <li>Entrances/exits/corridors/staircases in at Owllet are too narrow to allow 2m social distancing of people passing in opposite directions.</li> <li>The lift is too small to enable the social distancing measure of 2m to be observed.</li> <li>As areas are internal air there could be a lack of ventilation.</li> <li>Visitors/staff at risk when using pens to sign in book through cross contamination.</li> <li>Visitors may not be able to read/understand Covid-19 signage</li> </ul>	A/C	<p>At entry of the site there is a hand sanitiser dispenser with signage for staff/service users to use.</p> <p>Social distancing signage has been placed throughout the site as a reminder to staff to social distance.</p> <p>Signage requesting one person only in reception area and to give way to others exiting the building are displayed on entrances/exits and corridors.</p> <p>BSOs to have a crib sheet to read to each visitor informing them of the existing controls in place to ensure that they are aware.</p> <p>One way exit system in place.</p> <p>Lifts are limited to single use. Signage in place at lift.</p> <p>Where possible, temperature dependant (and not impeding building security) open</p>	15	<p>A site survey has been undertaken and a one way system (where possible) has been put in place. All managers have been notified to inform staff of the plan. (see plan)</p> <p>Managers with staff based at ** will be asked to either stagger their staff working times, also request (where applicable) staff to WFH until further notice to ensure that office occupancy meets all social distancing remits.</p> <p>Communicate to all staff requesting where possible to prioritise lift usage for those that need it most.</p>	10

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		corridor/toilet windows to encourage ventilation.			
<p><b>Offices / Hot desking / Touch Down Points</b></p> <ul style="list-style-type: none"> <li>The present office layout and positioning of furniture does not readily allow social distancing to be observed in offices at **</li> <li>The majority services within Central Administrative Estate buildings operate on a hot desking basis. This</li> </ul>	A/C	<p>At present only staff on the rota delivering essential services are permitted to attend, thereby reducing the likelihood.</p> <p>Alternate desks within offices have been marked with temporary signage to ensure that staff are aware of which desks to use to ensure social distancing rules whilst at work. This includes with TDP areas</p>	15	<p>A survey has been carried out by Estates to ensure that all desks are socially distanced from each other. All managers to notify and ensure that the plan is adhered to by their staff.</p> <p>It is the Managers responsibility in each department/service who will ensure compliance with all social distancing is adhered to within their</p>	10



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<p>increases the risk of infection spreading between people</p> <ul style="list-style-type: none"> <li>Attendance levels could rise above the new significantly reduced occupancy capacities.</li> </ul>		<p>Managers have allocated fixed desking to staff to ensure reduction in cross contamination.</p> <p>Staff will be requested to wipe down after using equipment with antibacterial wipes and use their own stationary.</p>		<p>areas.</p>	
<p><b>Welfare Facilities – Toilets</b></p> <ul style="list-style-type: none"> <li>Toilets may be too small to accommodate 2m of social distancing.</li> <li>At present the accessible toilet has an operational hand dryer. The unit blows air around the room and could spread COVID-19 virus should the virus be present on surfaces within a toilet.</li> <li>Baby changing and children’s toilets</li> </ul>	<p>A/C/F</p>	<p>Only staff on the rota delivering essential services are permitted to attend, thereby reducing the likelihood and impact.</p> <p>Social distancing signage has been placed on entry doors throughout the building.</p> <p>Signage to use the hand towel dispenser and not hand dryer is in place until the electric hand dryer can be decommissioned.</p> <p>Hand washing reminder signage has also been placed in these areas.</p> <p>Toilets to be limited to one person at a time. Locks to be placed on external entry door to the toilets. In areas where toilets are located off corridors less than 2m wide, signage will be displayed with instruction to proceed to the next toilet block should the door be locked toilet and not to wait in the corridor.</p> <p>Signage to be placed on/near paper towels to ensure that they are disposed of in the suitable bin.</p>	<p>15</p>		<p>10</p>

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		<p>Signage to remind staff to notify the caretaker should any consumables be running low.</p> <p>Baby changing should be in the room and any waste be put in the bin provided and then double bagged and put in outside bin.</p> <p>Children will be supervised at all times in the toilets and clean as you go principles will apply by supervising staff.</p>			
<p><b>Welfare Facilities - Kitchens and tea points</b></p> <p>Most are too small to accommodate social distancing if two or more people enter the area.</p> <p>If no hand towel or soap available this puts staff at risk of contamination should be no soap/hand towels available.</p> <p>Cross contamination from washing up sponges/scrubbers/tea towels from kitchen areas</p>	A	<p>At present only staff on the rota delivering essential services are permitted to attend, thereby reducing the likelihood.</p> <p>Social distancing signage has been placed on entry doors throughout the building.</p> <p>Ensure all kitchens/tea points have relevant equipment and consumables available for use by checking on a regular basis throughout the day.</p> <p>Allow offices with no kitchen/tea points nearby to have a safe designated area within their own office for a fridge/kettle/microwave to reduce staff having to travel to kitchens and reducing traffic in corridors / kitchens.</p> <p>Remove any sponges/scrubbers/tea towels and informing staff of the reasoning.</p>	15	FM to carry out audit of all welfare facilities at site to ensure that soap / hand towel dispensers are available in toilets/kitchens. Ensuring the replacement of any faulty/missing equipment.	10

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		<p>Staff using any equipment will clean as they use and or bring their own disposal or equipment from home to take away with them.</p> <p>Staff will until further notice go home for lunch – if necessary can bring their own food, plates. Any food to be eaten away from desk and area thoroughly cleaned by staff after use.</p>			
<p><b>Meeting/Contact Rooms</b> With the exception of certain larger rooms across the estate, it will be difficult to maintain 2m of social distancing within meeting rooms.</p>	A/C/F/H	<p>At present meeting room use is discouraged and capacities have been reduced by 50%</p> <p>Where practicable opening windows for ventilation in every room.</p> <p>Only certain rooms for contact will be used, which will have limited resources and furniture in place which can easily be wiped down after each contact. Ensuring the 2m social distancing is practiced.</p> <p>All contacts will be fully supervised by a contact supervisor who will ensure all safe working practices and measures are adhered to. One person at a time permitted in reception. BSO worker to sign in service users thereby ensuring only one person is making direct contact with pen / visitors book and this will also ensure service users are not leaning on surfaces whilst signing in</p>	15	<p>Each meeting room to be reviewed and chairs put 2m apart, with the remainder to be removed.</p> <p>Protocols for usage to be implemented including face-to-face meetings only to be held when there is no alternative.</p> <p>People entering meeting rooms and moving to the furthest away available chair. Circulation during meetings to be discouraged.</p> <p>Closure of meeting rooms where social distancing measures cannot be observed.</p> <p>Investigation into investment of hardware /software so remote meetings can take place thereby limiting the requirement for face-to-face meetings.</p>	10

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		<p>In the event that travel expenses need to be paid, expenses will be given to service users on arrival and hand sanitizer must be used after money has been paid out.</p> <p>Parent to arrive in advance of the contact in order to ensure that they and staff members are appropriately donned in PPE clothing and their temperatures are taken prior to direct contact between parent and child commencing.</p> <p>Foster carer will transport the child to contact</p> <p>Foster carers will check temperature of child one hour before the planned contacts.</p> <p>Contact Supervisor will collect child from carer's car to limit the number of people coming into the building.</p> <p>BSO worker to open main door via the door release button in the admin office to limit the number of people touching door handles.</p> <p>Social distancing to be maintained whilst walking along the corridor into the contact room.</p> <p>Carers, for the time being, will need to provide all provisions for the child as this will reduce cross contamination. Bottles to be prepared by carers. Care tasks such as bathing and changing clothes cannot take place during the current climate.</p> <p>Nappies to be changed in the contact room – changing mats to be wiped down and a paper towel/sheet placed on top and wiped down again after use. Used nappies to be securely</p>		<p>Where practical and safe to do so, PAC system to be disabled – Meeting room and room 3</p>	

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		<p>placed into nappy sacks and will be disposed of at the end of the contact in the appropriate allocated bins. Used bibs and clothing should be placed into nappy sacks and placed into carers' bag and carer will clean at home.</p> <p>At the end of contact parent, child and contact supervisor will exit the building via the fire exit in order to operate a one way system within the building.</p> <p>Contact Supervisor to return child to carer, parent not to approach the car.</p> <p>Rooms and any facilities used to be wiped down at the end of contact, worker and cleaners.</p> <p>All used PPE to be disposed in the appropriate bins.</p> <p>Regular hand washing/ hand sanitising will be practiced.</p> <p>Each contact will have a separate RA in place to meet the specific requirements for that case.</p>			
<p><b>Post Room &amp; Deliveries</b></p> <p>High risk of infection due to size of room and also collection of post / deliveries.</p>	A/C	<p>Reducing risk and maintain social distancing all post to be sorted and delivered by Caretaker – no other staff allowed in the area. Caretakers to collect post from offices to send out so</p>	15	<p>Sack carts/equipment to be cleaned after each use.</p>	10

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		<p>reducing the need for individual staff to move throughout the site.</p> <p>All deliveries to be arranged (where possible) to main entrance, contacting Caretakers on arrival who will meet with own sack cart (if necessary) and delivery driver to off load on sack cart. All deliveries to be stored and spray in reception area behind screen with the window open for ventilation.</p> <p>Once completed then caretakers to take to offices.</p> <p>BSO's to take deliveries using social distancing and sanitising hands thoroughly after parcel opened before doing any other tasks – clean as you go standards apply</p>			
<p><b>Health &amp; safety</b></p> <p>Non-compliance with social distancing during an emergency evacuation and requirement for people at assembly points to remain 2m apart.</p>	A/C/F	<p>At present only staff on the rota delivering essential services are permitted to attend, thereby reducing the likelihood.</p>	15	<p>In the event of an emergency evacuation the priority will be to vacate the building, which will impact on social distancing. Fire Warden and Fire Marshal training and advice to be reviewed and amended accordingly.</p> <p>Building occupancy will need to consider the capacity of assembly points. All assembly points to be reviewed.</p>	10

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Staff with a Personal Emergency Evacuation Plan (PEEP) which requires physical assistance during an emergency evacuation will not be able to evacuate safely.	A	At present only staff on the rota delivering essential services are permitted to attend, thereby reducing the likelihood and impact.  Staff who fall into this category will not be in the building at this time and will continue to WFH	15	[Advice to be obtained from HR]	10
Person/s requiring First Aid treatment – both patient and First Aider would be could spread COVID-19 virus and contravene social distancing.	A/C/F	Suitable notices displayed informing staff of new procedure to follow, relevant locations of first aid kits for self-administration and contact numbers of NHS service and defibrillator	15	Ensure all first aid responders are aware of the new procedure (managers / FM)	9
Risk of contamination and infection from surfaces and waste.  This include:- <ul style="list-style-type: none"> <li>• Communal door handles;</li> <li>• Printers;</li> <li>• Other communal equipment ie shredder, guillotine etc.</li> <li>• Post room ie pigeon holes, plastic wallets etc.</li> </ul>	A/C/F	Cleaning levels have been increased across the estate and deep cleans are implemented on request.  Anti-bacterial Surface wipes (inc. COSHH) have been placed near printers with relevant informative signage. Dedicated pedal waste bins have also been placed near printers for disposal of wipes.  Caretakers/Cleaners have been trained on use of new cleaning materials. Tasks have been reviewed and disinfecting/cleaning the communal door handles/pac readers/cycle store etc. have all been added to their daily duties throughout the day. PPE provided for staff as and when necessary.	10		10

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		All Staff must clean as they go – each staff to be given wipes to facilitate this.			
Staff and visitors not washing or sanitising their hands often enough could lead to an outbreak.	A/C/F	Staff are encouraged to wash hands through signage. Hand sanitiser is available in reception, as well as antibacterial wipes.	15	Installation of hand sanitiser dispenser at entrance / each floor next to lift.	10
Staff/contractors returning from duty / site visits may return with equipment that requires cleaning to stop the cross infection when other members of staff use it.	A/C		15	Consideration to be given to installation of cleansing stations for staff and equipment at entrance lobby for all staff within KTH	10
An increase in occupation will lead to an increase in staff going outside to smoke or vape. Often people smoking or vaping sometimes gather around entrances and exits, which could lead to instances of social distancing rules being broken.	A/C/F	At present only workers on the rota delivering essential services are permitted to attend, thereby reducing the likelihood and impact. Rules for smoking and vaping currently advise staff to do so away from buildings in designated areas.	15	Rules for smoking and vaping to be reinforced through service managers, with an amendment re the impact on social distancing.  Service managers	

**Part C**



<b>Links to other risk assessments and or safe working instructions - please state</b>	Individual Building risk assessments. Fire Safety Strategy Individual building fire risk assessments Government guidance for maintaining social distancing in the workplace		
<b>Name and Sign</b> <b>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</b>			<b>Date</b>
<p><b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.          For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p>			
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
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