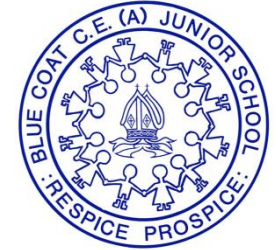




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**THE BLUE COAT CHURCH OF ENGLAND (AIDED)  
INFANT AND JUNIOR SCHOOLS' FEDERATION**

**COVID19: Re-opening Risk Assessment and Action Plan**

**Executive Head teacher: Anthony Orlik**

**DATE: January 2021**

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



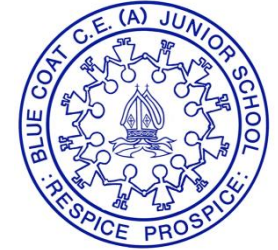
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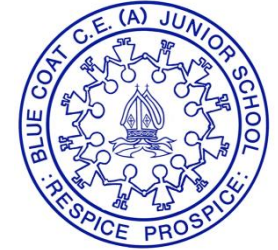
**Steps of Re-opening Preparation:**



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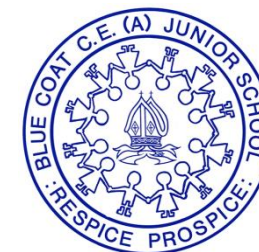


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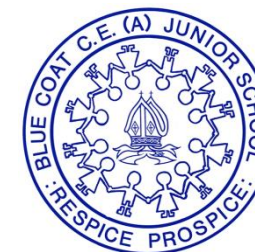
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required/Decision Made	Action Completed Date	Risk Level Post Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements	Site Manager is unavailable  Site has been closed for prolonged period	H  M	Source alternative suitably trained person  Carry out a formal / recorded full preopening premises inspection.  Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied. This is now checked and completed remotely from NANT		L  L  L

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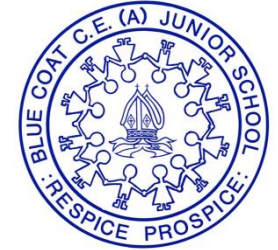
				Determine with the catering staff / school meals service how left-over frozen food should be dealt with and action as appropriate.		
	Office spaces/staff rooms redesigned to allow office based staff or break space to work safely.	Office/staffroom does not allow for adequate space between staff members  Staff members using microwave, kettle, toaster, microwave increases risk.	M  M	Staff room chair layout modified for social distancing  Staff have been reminded of social distance guidelines and to minimise numbers entering the staffroom at all times.  Signs have been placed informing staff to take responsibility in cleaning down items after each and every use. Disposable wipes have		



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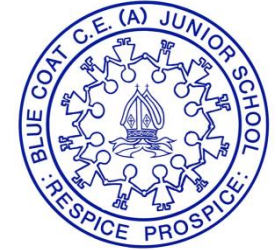
				been placed in the kitchen and one pack per week will be replenished.		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place	<p>Bottlenecks likely at entrance to school and pathways. Social distancing unlikely to be maintained</p> <p>Parents/carers entering the premises</p>	<p>M</p> <p>H</p>	<p>One-way system in place to enter and exit the school. Signage in place. Staggered start and end of the day to reduce number of adults using the space.</p> <p>Bluecoat will lock both sets of school gates each morning and parents/carers will be informed that for the foreseeable future they are not permitted on school premises to keep infection rates low.</p>		



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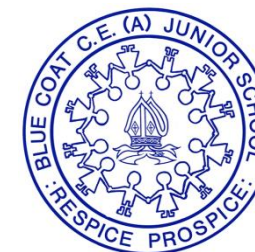
	Consideration given to the arrangements for any deliveries.			<p>No modifications needed as usual systems maintain social distancing.</p> <p>Delivery divers/couriers will now need to call reception and the parcels will be taken through the gates using full PPE</p> <p>Staff are advised to collect their parcel from reception wearing gloves and if possible leave the parcel for 72 hours before opening</p>		
Emergency Evacuation	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate	M	Fire marshall training has allowed Blue Coat to reduce all contact and crossing of PODS whilst still ensuring a safe exit from school.		

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		alternatives are possible				
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance  Daily cleaning in classrooms	Resources and time	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps, toilets, basins etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and handwash are to be checked and replaced as needed by Site and cleaning staff  Buckets per pod will be issued and include stock to last on average 4 weeks, these buckets		

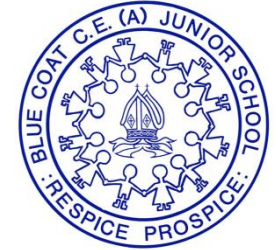




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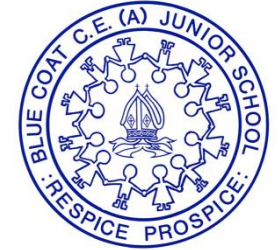
	Resources and cleaning products	Staff purchasing items not recorded	M	<p>should be kept safe by each class teacher, there must be no sharing items and if items run low teachers must email the site manager so arrange replenishment.</p> <p>All staff have been informed that no items should be bought by individuals due to COSHH related legislation. Staff should email any requirements through to the site manager or BM and where possible items will be sourced.</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Insufficient Staff	M	Walsall Council to replace any missing cleaners		



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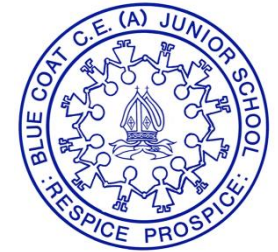
<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap</p>	<p>M</p>	<p>Hand sanitiser available at all school entrances including mobile classrooms, if supplies are low teachers are to email the site manager or BM</p> <p>Lidded bins in classrooms for tissue disposal</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>		
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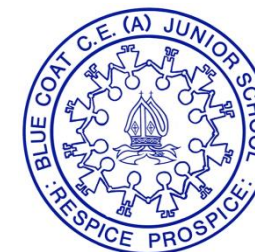
	Waste disposal process in place for potentially contaminated waste	Waste products not disposed of correctly so increase risk of infection	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours		
	Classroom Waste and disposal	Classroom and communal bins overflowing during the day	M	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).  Where possible once a bin is full this should be bagged and taken outside school to the main bins, this should be conducted by any member of staff to help reduce unnecessary contamination of waste staying on school property. When carrying out this task full PPE should be worn.		

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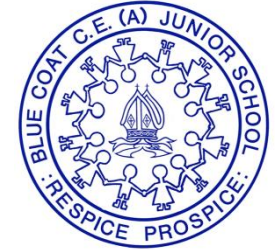
Classrooms	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Inappropriate sized equipment for smaller children	L	Movement of resources and furniture as appropriate to avoid contamination.		
	Resources which are not easily washable or wipeable have been removed.	Soft toys, cushions and beanbags in classroom not easily washable.	M	Remove soft furnishings from classrooms  e-Bug posters displayed: Horrid hands Super sneezes Hand hygiene Respiratory hygiene Microbe mania		
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/	L			



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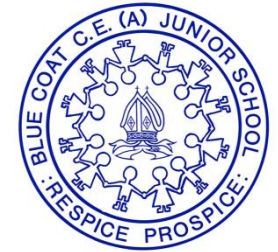
	Pupil storage of personal belongings to reduce risk of cross contamination	awareness for children.  Pupils handle the belongings of other pupils and increase risk	M	Pupil personal belongings to be kept to a minimum. PE kit to be worn to school on days of PE to reduce movement and storage of items.  Pupil are advised to bring in their own water bottles.		
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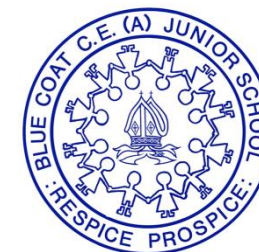
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:          Paediatric First aider (where children under 3yrs)          Designated Safeguarding Lead (DSL)          SENCO          Caretaker/site member          Office staff member</p>	<p>insufficient staffing available</p> <p>Paediatric First Aider unable to work on site</p>	<p>H</p> <p>H</p>	<p>Arrange Paediatric First Aid update training as appropriate and continue to update</p>		<p>M</p> <p>L</p>
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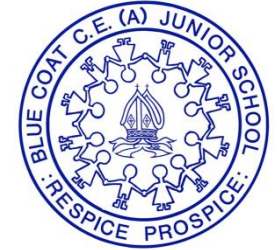
	Approach to staff absence reporting and recording in place. All staff aware	Staff do not follow absence procedures linked to Covid-19	M	Refresher on code of conduct at INSET day in September  Staff who are off work should follow the procedure noted in the handbook. Any staff are off COVID related illness follow the procedure issued by AO.		
	Arrangements for PPA to be covered by Staff	Staff move to a different bubble for teaching PPA sessions and risk wider spread of infection.	M	Teacher zone to be marked at the front of the classroom maintaining 2m social distancing where possible.  PPA teacher to remain at the front of the class with pupils seated in rows facing the front.  Limited contact with pupils and no requirement for detailed marking although this can be done verbally with pupils if needed.		



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				TA in the class to remain at 2m distance from the PPA teacher.		
	Arrangements for Job share/cover supervision	Staff move to a different bubble for teaching PPA sessions and risk wider spread of infection	M	PA teacher to remain at the front of the class with pupils seated in rows facing the front. Limited contact with pupils and no requirement for detailed marking. TA in the class to remain at 2m distance from the PPA teacher.		

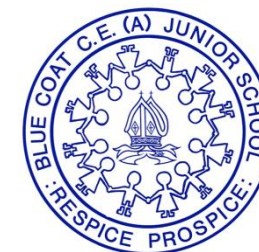


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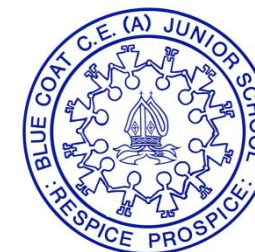
	<p>Arrangements for staff who are working from home are in place due to self-isolation.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Staff</p>	<p>Staff are unsure of the procedures and therefore do not adhere to guidance increasing risk of infection</p> <p>M</p>	<p>M</p>	<p>Staff who are contacted by NHS Track and Trace should engage with this process and self-isolate as necessary</p> <p>Staff who display symptoms are asked to self-isolate and work from home if well enough</p>		
	<p>Arrangements for staff who are clinically vulnerable and/or living with someone in these groups. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Definition of critically vulnerable staff can be found here <a href="https://www.gov.uk/government/publications/covid-19school-closures/guidance-for-schools-about-temporarily-closing">https://www.gov.uk/government/publications/covid-19school-closures/guidance-for-schools-about-temporarily-closing</a></p>	<p>Clinically vulnerable staff are in close contact with pupils or other staff and unable to maintain social distancing and therefore are at increased risk.</p>	<p>H</p>	<p>Staff who are identified as critically vulnerable will be required to return to work from 1st September. They will be provided with safe, socially distanced working spaces in classrooms. There will be limited contact with pupils and should remain at a safe 2m distance from other staff. All staff remain responsible for their own social distancing. Handwashing facilities and</p>		

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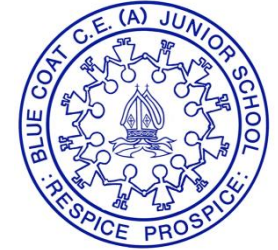
				hand sanitiser will be provided.		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads)	Staffing arrangements affected due to staff sickness	M	Where cover in a class is required this will be worked on by ELT to ensure a sufficient cool off period has happened before any changes occur i.e the cover teacher has been in minimal contact with any other class/school.		



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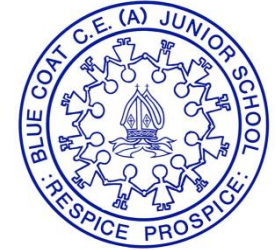
	Visiting support staff or professional agencies (ie: sports coaches/Ed Psych	Covid secure procedures not followed and possible contamination of 'bubbles' occurs	M	All visitors to the school site comply with Covid secure procedures  Safe spaces with social distancing measure in place for SEND workers to complete 1:1 assessments with pupils		
	Approaches for meetings and staff training in place.	Insufficient social distancing in meeting spaces	M	Socially distanced meetings to take place in hall or other suitable spaces  Where possible all meetings are conducted via TEAMS		



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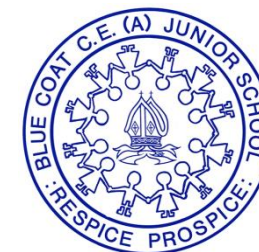
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p>	<p>TA s are required to lead some groups as not enough teachers on site to cover numbers. Staff teaching in an unfamiliar environment and year group</p>	<p>M</p>	<p>Familiar staff used in each setting</p> <p>During any PPA allocated time TA's will take responsibility for the class to enable teachers to plan effectively</p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear</p>	<p>Well-being and mental health concerns will impact on ability of staff to fulfil their role in school.</p> <p>Staff are unclear on how to support pupil's</p>	<p>M</p>	<p>Staff are aware of available support and advice for schools and pupils available from WBC including the Educational Psychology service</p> <p>The Well-Being policy is in place.</p>		

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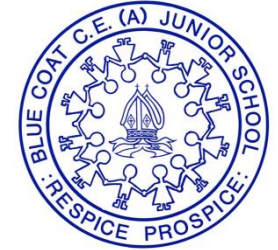
		welfare an mental and physical well-being		Resources and guidance available by well-being leaders in school.		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff are unclear or unable to access available testing	H	Follow government guidance and facilitate testing where necessary. Staff to remain out of school until results are given.		



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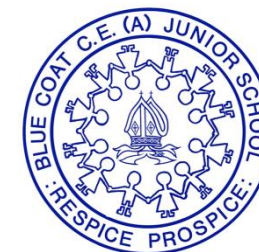
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Visitors do not follow social distancing and school procedures safely</p>	<p>M</p>	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols</p> <p>Bluecoat should ask to see any contractor or companies RA in relation to their employees before they enter the school.</p> <p>A thorough guide of where and who the person is seeing is needed. Individual rooms will be allocated with suitable ventilation. No more than 3 people should be in one room at any one time unless and emergency</p>		
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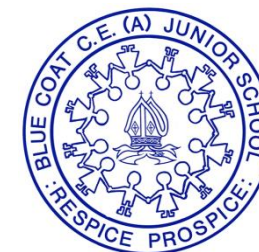
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches Protocols and expectations shared.	Visitors do not follow social distancing and school procedures safely	M	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		
Social Distancing	Arrangements for social distancing in place to consider: Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements	Staff/parents/pupils unaware of social distancing arrangements around school	M	Thorough plan is available for all staff and parents via email (and in staff meeting if necessary)  Pupils made aware on return to school  Posters placed around school reminding peoples of social distance guidelines  No parents/Carers will be permitted to enter school		

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				premises and must call school upon their arrival to meet at the gates.		
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> <p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Parents unaware of social distancing arrangements around school and government guidelines</p>	<p>M</p>	<p>Weekly information given to parents via Blue Print</p> <p>Parents given links to relevant government guidance</p>		

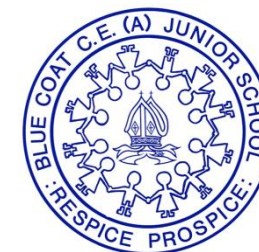


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	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Pupils breach the social distancing increasing contamination risk to pupils/staff	M	Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations Eg: HG/DN etc Supported by SENCO and shared with parents		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Risk of cross infection with large numbers of pupils gathering in hall	M	No whole school assemblies to take place Year group bubble assemblies may take place virtually.		

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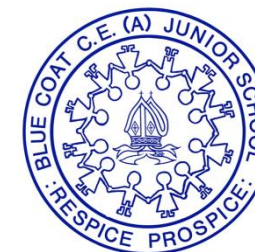
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Playground equipment not cleaned and increases contamination risk	M	Equipment cleaned thoroughly after use by relevant staff  Chemicals will be supplied in class buckets to be use by each class, buckets should not be shared.		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. No	No PPE available	M	Site/Business Manager to source necessary equipment and maintain stock levels.		
Visitors/Contractors	There will be times when visiting the school is essential in order for services and systems to be maintained and managed. During these times visitors will be informed in advance what area	Visitor arrives without PPE  Visitor is late and area is no longer available	M	Additional PPE is supplied to both schools for emergency use.  If the visitor is late they will be informed at the reception that		

*Love God, love others*

*Let your*



*light shine*



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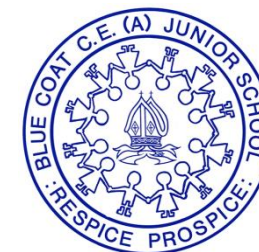
	they will be working in. They will need to bring and wear face masks at all times. They must sign in and out at reception to maintain the log. Should any issues arise after their visit they will be contacted by the Executive Headteacher.			they may need to reschedule to protect them and the school.		
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place	Staff unaware of procedures and safe management of situation	H	DM office or Yellow rooms to be used as isolation zone for any adult or pupil who displays symptoms until arrangements are made to leave the school site safety  Staff area aware of these arrangements in staff meeting and staff have copy of RA		

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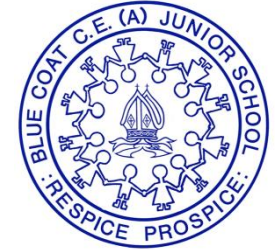
	Approach to confirmed COVID19 cases in place: outside of school hours ☑ Cleaning procedure in place ☑ Arrangements for informing parent community in place	Staff unaware of procedures and safe management of situation	H	Government guidance followed regarding closure of class/school and quarantine requirements  Trackers are maintained and ELT informed of any changes		
Partial or full closure contingency plan	Blended approach between physical and remote learning developed, including support	No access to classroom learning	M	LH to document all additional costs using the usual finance documents		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented	Additional costs are not considered or documented	M			



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	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Additional costs are not submitted	M	LH to make claims for any additional costs as necessary and report this to finance committee		
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