

Risk assessment

Risk assessment for: ...Covid19 partial school re-opening Date of Risk assessment: ...22/5/20..... Risk assessment performed by:
...A.Easterfield....

Signature:

| What are the hazards? | Who is at risk? | How might they be harmed? | What needs to be done to reduce the risk? |
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| <p>Contraction / spreading Covid19 travelling to or from College</p> | <p>Students, staff, member so of the public</p> | <p>Contracting Covid19</p> | <p>School times adapted to avoid rush hour.</p> <p>Students and staff advised to travel to College by walking, cycling or car and avoid public transport if at all possible.</p> <p>If students / staff do have to travel to College by public transport they will be advised to wear a clean/new face mask (covering mouth and nose). See https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering for further guidance.</p> <p>A bin will be provided at reception for PPE worn for travel to be placed in before entering the</p> |

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| | | | College. This will be emptied after students have arrived. |
| Transmission of Covid19 through surfaces at the College or breakdown in social distancing | Staff and students | Contracting Covid19 | <p>Soft seating will be removed from the Learning Plaza, staffroom and other social areas or taped off.</p> <p>Students told that the hospitals are closed and they should not enter them.</p> <p>The front door to CAST will be fitted with an 'automatic opener' for people leaving the building to avoid the need for pushing a button.</p> <p>Fire doors will be fitted with maglock door openers to keep them open (these will automatically close in the event of the fire alarm becoming activated).</p> <p>All other doors that are used by staff students will be kept open with wedges.</p> <p>Handrails on stairwells and around light wells, toilet doors, toilet flushers will be disinfected after each lesson change/lunch and at the end of each day.</p> <p>Toilet taps are vicinity activated and so don't require people to touch them.</p> |

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| | | | <p>A one way system will be instigated around the College to minimise students/staff passing in corridors (see Appendix 1). This will be clearly signposted.</p> <p>Students will be asked to go straight into classrooms and sit down, not to wait outside in corridors.</p> <p>Students will be told not to use lockers.</p> <p>Students will be asked not to use photocopiers if possible. Disinfectant wipes will be placed next to photocopiers and users will be asked to wipe down surfaces they will/have touched prior to and after use.</p> |
| Arrival/departure from CAST increasing the risk of Covid19 spread | Student, staff and families | Contracting Covid19 | <p>Signage on the front door to tell people not to enter if they are experiencing any symptoms of Covid19.</p> <p>Staff and students in college will be reminded in advance that they must not return to College if they, or a member of their household are suffering from (or have done in the past 14 days) a persistent cough, raised temperature or loss of taste or smell. On arrival at the College students will be asked if they, or a member of their household are suffering from these symptoms. If they are they will be asked to return home.</p> |

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| | | | <p>Unless they have received a negative Covid19 test result.</p> <p>The number of students/staff invited into CAST each day has been restricted.</p> <p>Students and staff will be asked to wear clean clothes to College each day where possible and advised to take off clothing and put it straight in the wash on arrival back home. Due to the extra clothing required students will not need to wear uniform and staff dress code will be relaxed.</p> <p>Students and staff are reminded to maintain 2m physical separation and coughing/sneezing into elbows in advance of returning to College and on arrival.</p> <p>On arrival students asked to come straight into the building and immediately wash their hands for 20sec, they should then go straight to their teaching room. A member of staff will be on the door to remind students of this.</p> <p>Hand sanitiser is provided at reception.</p> <p>To speed up arrival the member of staff on the door will take a written register to avoid queues and contact with Inentry screen.</p> |
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| | | | <p>Students will keep belongings with them and not use lockers.</p> <p>On departure, students will be asked to leave immediately and not loiter. They will also be reminded about social distancing on their way home.</p> |
| Spreading of Covid19 in classrooms | Students and teaching staff | Contracting Covid19 | <p>The number of staff and students in a room is limited to ensure social distancing.</p> <p>All teaching will occur in the main Challenge labs and larger classrooms where there is space for social distancing.</p> <p>Where keyworker and vulnerable students are coming in daily where possible they will be asked to use the same computers.</p> <p>Students and staff will be asked to wash their hands thoroughly for 20sec before entering a classroom.</p> <p>As much as possible classes will remain in the same groups throughout the day and remain in the same classroom. Teachers will come to the classes.</p> |

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| | | | <p>Students asked not to sit next to one another and maintain at least 1 workstation between one another. Spaces not to be used will be clearly marked off.</p> <p>Tables and chairs will be disinfected between classes.</p> <p>Students will be asked to remain in seats for lessons and where possible use the same seats for different classes.</p> <p>Where possible teachers will support from the front of the room and not move around the classroom.</p> <p>Science practicals will not start before the summer.</p> <p>Disinfectant wipes will be available in all rooms that are to be used for students.</p> <p>Teachers will be asked to avoid using communal resources, such as mini-whiteboards, books etc. Where this is not possible these will be wiped down with disinfectant wipes between classes.</p> <p>If communal computers are being used staff/students will be asked to wipe the keyboard</p> |
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| | | | <p>and mouse with a disinfectant wipe before and after use.</p> <p>All hard surfaces will be cleaned regularly, including computer keyboards. Cleaners briefed on where to prioritise cleaning (focussing on areas used by students and reception)</p> <p>Any staff or students exhibiting symptoms of Covid19 will be asked to self-isolate for 7 days, or 14 days if a member of their household is exhibiting symptoms. Unless they have received a negative Covid19 test result.</p> |
| Toilets | Students | Contracting Covid19 | <p>All toilets are individual cubicles, allowing physical separation of students.</p> <p>To reduce risk of spread between classes each class will be assigned a block of toilets (ground, middle, top floor and asked only to use that block for the day.</p> <p>Entrance to cubicles is down a narrow passage which passes the sinks. Students will be reminded to be respectful and to wait if someone is at the sink/coming out/going in.</p> <p>Soap dispensers will be checked to ensure they are full at the end of the day and before break or lunch periods.</p> |

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| | | | <p>Toilet doors, seats, hand driers and flushers will be cleaned after each social period and at the end of the day.</p> <p>Signage placed above sinks to remind on good hand hygiene.</p> <p>Disabled toilet alarms will be tested prior to reopening.</p> |
| Social time | Students and staff | Break down of social distancing increased risk of infection. | <p>Only limited numbers of students will be invited into the building each day.</p> <p>Social times will be kept to a minimum.</p> <p>Students will be reminded of the importance of social distancing and staff will supervise lesson changeovers and lunch.</p> <p>Students will be reminded to wash hands at the end of lessons and at the canteen.</p> <p>Canteen will be arranged with tables spread out and only one chair to a table. Students will be encouraged to sit outside where possible.</p> <p>Students will be told not to wait in the building outside of their lesson times.</p> |

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| <p>Students failing to follow social distancing or other Covid19 related Health and Safety instructions</p> | <p>Students and staff</p> | <p>Contracting Covid19</p> | <p>Students and families will be made aware of Covid19 related behaviour expectations and the consequences of failing to adhere to them in advance of the school opening.</p> <p>In the event of inadvertent oversight the student will be reminded of the need to follow the guidelines in order to keep themselves or others safe.</p> <p>In the event of a deliberate contravention of the guidelines the student will be reminded of the need to follow the guidelines in order to keep themselves or others safe.</p> <p>In the event of a second deliberate contravention, or repeated inadvertent contraventions a member of SLT will be informed and they will inform the student that they must follow the guidelines or they will be asked to return home and have their invitation to attend College withdrawn.</p> <p>In the event of further contravention of the guidelines a member of SLT will be informed and the students will be asked to return home immediately and have their invitation to attend College withdrawn. Parents/carers will be informed. This will be reviewed by the Principal as necessary.</p> |
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| Reception | Reception staff | Due to the high number of visitors reception staff are at particular risk of exposure to Covid19 | <p>Protective screen installed in front of reception.</p> <p>No non-essential visitors invited to College.</p> <p>Parents told to contact College by email/phone and not to come in person.</p> <p>Unless collecting an ill students parents asked to remain outside the College and away from the immediate entrance.</p> <p>Working areas arranged to allow social distancing.</p> <p>Trays will be set up to receive post these will be labelled with the date the post was delivered. It will then be distributed after 72h.</p> |
| Ensure there are enough staff in the College to allow it to operate safely | Staff, students | Reduced staff can increase a range of risks including fire, first aid, behaviour, site maintenance and safe guarding | <p>A rota will be drawn up to ensure that the College is always appropriately staffed when there are students in. This will include an SLT lead, safe guarding lead, first aider, reception, cleaning and appropriate numbers of teachers to both staff lessons and provide cover during social periods.</p> <p>This may need to be reviewed as a result of staff illness/isolation.</p> |
| Staff not working directly with students | Staff | Contracting Covid19 | <p>Where possible staff asked to work from home.</p> <p>When staff are in the building and not directly working with students, they should where</p> |

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| | | | <p>possible work in separate rooms (ideally offices or classrooms on the middle floor to maintain physical separation.</p> <p>Staff reminded to maintain social distancing at breaks lunch. Extra space will be used as a staff room as required. Tables and chairs will be cleaned at the start and end of lunch and at the end of each day.</p> <p>Staff should only use the staff room for lockers, collecting post, using the fridge or making hot drinks.</p> <p>Staff should wash hands thoroughly for 20sec before and after using the hydroboil, fridge etc.</p> <p>Fridge, cupboard, work surfaces and hydroboil handles cleaned after each social period and at the end of the day.</p> <p>Tables, chairs, handles on cupboards, fridge, hydroboil to be cleaned regularly</p> |
| Canteen | Staff and students | Contracting Covid19 | <p>Staff and students asked to bring their own food and cutlery if needed.</p> <p>Seating in canteen reduced to one chair per table and tables spaced at 2m distance.</p> |

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| | | | <p>Where possible students asked to sit outside and maintain social distance.</p> <p>For students/staff who forget cutlery spare cutlery to be placed in sets in plastic bags by a member of staff wearing gloves to minimise cross contamination.</p> <p>Plastic disposable cups to be laid out in the servery by a member of staff wearing gloves to avoid students needing to handle other people's cups.</p> <p>Handles of water fountains to be cleaned after each social period and at the end of the day.</p> <p>Canteen tables and chairs to be cleaned at the start and end of lunch and at the end of the day.</p> |
| Higher risk students | Individual students and families | Contracting Covid19 and subsequent illness | <p>Students classed as 'extremely vulnerable' due to pre-existing medical conditions will have been advised to shield. Any students in this category should not return to College at the present time.</p> <p>Students classed as vulnerable (but not extremely vulnerable) should follow the medical advice they have been given.</p> <p>If a student lives with somebody who is classed as 'extremely vulnerable' due to pre-existing medical</p> |

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| | | | <p>conditions who has been advised to shield they should not return to the College at this time.</p> <p>If a student lives with somebody who is classed as 'vulnerable' due to pre-existing medical conditions they may return to College at parent/guardians discretion.</p> |
| Higher risk staff | Individual staff and their families | Contracting Covid19 and subsequent illness | <p>Staff classed as 'extremely vulnerable' due to pre-existing medical conditions will have been advised to shield. Any staff in this category should not return to College at the present time and continue working from home.</p> <p>Staff classed as 'vulnerable' due to pre-existing medical conditions. Any staff in this category should not return to College at the present time and continue working from home.</p> <p>If a staff member lives with somebody who is classed as 'extremely vulnerable' due to pre-existing medical conditions who has been advised to shield they should not return to the College at this time.</p> <p>If a staff member lives with somebody who is classed as 'vulnerable' due to pre-existing medical conditions they should return to College.</p> |

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| <p>Staff member start to experiences symptoms of Covid19 at College</p> | <p>Staff and students</p> | | <p>Any member of staff exhibiting symptoms at College should leave immediately and return home to self-isolate.</p> <p>Areas where the staff have been should be cleaned thoroughly as per the below protocol This should include toilets, staffroom, telephones, computers, desks, etc.):</p> <ul style="list-style-type: none"> • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • 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 bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning |
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| | | | <ul style="list-style-type: none"> All Cleaning cloths, mops, PPE used in the cleaning should be placed in a plastic bag which should be tied. These should be labelled with the date and time and stored. After 72h they can be disposed of as normal waste. <p>Staff are able to be tested. To request a test dial 111. The College should be notified of the result.</p> <p>If the test result comes back negative they may return to College.</p> <p>If the test comes back positive students in the class should be advised to self-isolate for 14 days. Their family members do not need to self-isolate unless the student also starts to display symptoms. Parents and staff will be informed there has been a case of Covid19 in the College.</p> <p>If there are subsequent infections in the College Public Health England should be informed and their guidance followed.</p> |
| Students experiences symptoms of Covid19 at College | Staff and students | | <p>Any student exhibiting symptoms at College should immediately be sent to reception where they will be asked to sit in the reception meeting room with the door kept closed to await collection. Where possible staff and students should remain at least 2m away.</p> |

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| | | | <p>The student will be asked to wear a facemask.</p> <p>If the student needs to go to the toilet whilst waiting they should use the Hygiene Room, this should then be thoroughly cleaned before it is used by anyone else.</p> <p>Parents will be contacted and the student asked to return home immediately. If this is not possible they will be asked to remain in the meeting room at reception with the doors closed until this is possible. Students/parents will be told to self-isolate for 7 days and follow the guidance at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance unless they have received a negative Covid19 test.</p> <p>If further first aid is required the first aider should wear a disposable apron, gloves, fluid resistant face mask and safety glasses.</p> <p>Areas where the student have been should be cleaned thoroughly as per the below protocol:</p> <ul style="list-style-type: none"> • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished |
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| | | | <ul style="list-style-type: none"> • 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 bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • All Cleaning cloths, mops, PPE used in the cleaning should be placed in a plastic bag which should be tied. These should be labelled with the date and time and stored. After 72h they can be disposed of as normal waste. <p>Staff members involved in caring for students who are ill should wash their hands thoroughly for 20sec afterwards. They do not need to go home, unless the student subsequently tests positive for the virus.</p> |
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| | | | <p>Students can request a Covid19 test, they should be encouraged to take one and asked to inform the College of the result. To request a test dial 111.</p> <p>If the test comes back negative the student may return to College.</p> <p>If the test comes back positive students and staff in the class should be advised to self-isolate for 14 days. Their family members do not need to self-isolate unless they also start to display symptoms. Parents and staff will be informed there has been a case of Covid19 in the College.</p> <p>If there are subsequent infections in the College Public Health England should be informed and their guidance followed.</p> |
| Fire – with reduced staff the colleges normal fire procedures won't work | Students, staff, building and contents | Fire damage Smoke inhalation | <p>CAST has implemented a fully comprehensive system of fire detection and audible warning, with smoke and heat detectors installed throughout the building. Audible warnings are provided in the form of a continuous siren throughout the premises, when activated staff, students and visitors will follow the evacuation procedure:</p> <ol style="list-style-type: none"> I. Switch off appliances and Bunsen burners. |

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| | | | <ol style="list-style-type: none"> 2. Evacuate via the appropriate published fire exit (do not take personal possessions). 3. Walk in silence and gather at the assigned assembly point. (evacuation takes precedence over social distancing) 4. Register and await further instructions. <p>Registers of who is in the building are kept at reception. Staff and class registers will be taken at reception each morning and people asked to notify reception when they leave the site.</p> <p>In the event of an alarm the member of admin staff is responsible for bringing the signing in book to the muster point</p> <p>The SLT lead is responsible for checking that all staff/students are safe. [REDACTED]</p> <p>[REDACTED]</p> |
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| | | | <p>No high risk activities should be performed (including practical work) or maintenance work without prior explicit permission from the Principal.</p> <p>All non-essential equipment are turned off and unplugged (lab, computing, kitchen, etc.).</p> |
| First aid | Staff and students | Accidents and injuries | <p>A rota has been drawn up to ensure that there is always a member of staff with a suitable first aid qualification on duty in the building when it is manned.</p> <p>Where possible first aiders should retain a 2m distance from the patient. (For example when dealing illnesses such as headaches).</p> <p>Gloves should always be worn when any physical contact is required. A face visor is also available if it is felt necessary.</p> <p>Specific guidance is given (see above) for dealing with students/staff suspected of suffering from Covid19.</p> <p>First aiders will be specifically briefed prior to the building re-opening.</p> |

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| Lift | Staff/ students | | <p>The lift, including the emergency alarm will be checked prior to opening.</p> <p>Lift buttons will be cleaned after each social period and at the end of the day</p> <p>Unless a first aid emergency the lift should only be used by one person at a time. A notice will be installed on each floor to remind people.</p> |
| Routine maintenance | Staff and students Property | <p>Weekly fire tests</p> <p>Legionnaires testing</p> <p>Building defects</p> | <p>Weekly fire tests will continue.</p> <p>Site manager will be instructed to run taps and showers on a weekly basis. If this is not possible they will be isolated and drained.</p> <p>Building defects will be reported via web help desk as normal.</p> |
| Security | Staff and students Property | Unwanted visitor enters the college | <p>[REDACTED]</p> <p>Reception will be manned when the college is open. [REDACTED]</p> <p>[REDACTED]</p> <p>Normal security procedures will continue.</p> |
| Communication | SLT | Staff are able to communicate even if not on site | An list of staff phone numbers has been prepared and shared around SLT |

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| | SLT and staff | SLT are able to communicate with staff | <p>Duty SLT lead will phone the following days lead to complete a daily handover if necessary.</p> <p>Email groups are available SLT will; have a list of staff phone numbers There will be a weekly staff bulletin to keep people in touch</p> |
| | Staff and SLT | Staff are able to communicate | <p>This risk assessment will be shared with all staff prior to opening. Staff will be encouraged to feed into it and a staff briefing will used to ensure all staff are familiar with its contents and allow them to have details clarified.</p> <p>Staff will be asked to check in with their line manager on a daily basis, if support is required SLT (line manager) can ring back)</p> <p>There is an SLT lead on duty in College each day.</p> |
| | Students | Information can be sent to students | <p>Global email lists exist which allow students services, SLT and Pastoral leads to communicate by email to all students</p> <p>Email lists have been completed for each form group, these are available to form tutors, pastoral leads and SLT.</p> |

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| | Parents | Information can be sent to parents | <p>All staff can communicate with students via email, a range of other platforms, such as OneNote, Teams and Google Classroom are also available.</p> <p>Details of the re-opening and changes to procedures will be notified to students in advance of opening by email.</p> <p>This risk assessment will be shared via the College website (some aspects maybe redacted).</p> <p>Parentmail can be used to send out information to parents, this can be accessed by Students Services or central team at Coleridge.</p> <p>Details of the re-opening and changes to procedures will be notified to parents in advance of opening by email.</p> <p>This risk assessment will be shared via the College website (some aspects maybe redacted).</p> |
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Review date: This risk assessment will be reviewed every 2 weeks, or if further guidance is issued or operational requirements demand.



Appendix I: Removed from website version

Appendix 2: Cleaning schedule

| Area | Frequency | With what? |
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| Whole College routine cleaning | Daily | |
| Classroom tables and chairs | After each change of class and at the end of the day | Disinfectant or bleach as per manufacturer's instructions |
| Toilet doors, seats, hand driers and flushers | After each time there has been student movement around the building (i.e. after students have arrived, after each lesson has started, at the end of the day) | Disinfectant or bleach as per manufacturer's instructions |
| Handrails on stairwells and around light wells | After each time there has been student movement around the building (i.e. after students have arrived, after each lesson has started, at the end of the day) | Disinfectant or bleach as per manufacturer's instructions |
| Lift buttons | After each time there has been student movement around the building (i.e. after students have arrived, after each lesson has started, at the end of the day) | Disinfectant or bleach as per manufacturer's instructions |
| Light switches | At the end of the day | Disinfectant or bleach as per manufacturer's instructions |
| Drinking fountain handles | After each time there has been student movement around the building (i.e. after students have arrived, after each lesson has started, at the end of the day) | Disinfectant or bleach as per manufacturer's instructions |
| Classroom equipment | After use | Disinfectant or bleach as per manufacturer's |

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| | | instructions or alcohol wipes |
| Computer keyboards, mice and photocopiers | Before and after use | Alcohol wipes |
| Canteen tables, chairs and student microwave | Before and at the end of lunch. | Disinfectant or bleach as per manufacturer's instructions |
| Staffroom work surfaces, fridge, cupboard and hydroboil handles, microwave, taps cleaned regularly during the day. | After each time there has been student movement around the building (i.e. after students have arrived, after each lesson has started, at the end of the day) | Disinfectant or bleach as per manufacturer's instructions |
| Staffroom tables and chairs (in staffroom and lecture theatre) | At the start and end of lunch and at the end of the day. | Disinfectant or bleach as per manufacturer's instructions |
| Door handles (doors will be kept open during the day) | | Disinfectant or bleach as per manufacturer's instructions |
| First aid room | After use | Disinfectant or bleach as per manufacturer's instructions |
| Areas where potentially infected students/staff have been | Immediately following notification that a person has been experiencing symptoms. | Disinfectant or bleach as per manufacturer's instructions. See detailed guidance below: <ul style="list-style-type: none"> wear disposable or washing-up gloves and aprons for cleaning. These should be |

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| | | <p>double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <ul style="list-style-type: none">• 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 bathrooms, grab-rails in corridors and stairwells and door handles• if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as |
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| | | <p>wearing gloves and an apron</p> <ul style="list-style-type: none">• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning• All Cleaning cloths, mops, PPE used in the cleaning should be placed in a plastic bag which should be tied. These should be labelled with the date and time and stored. After 72h they can be disposed of as normal waste. |
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