



COVID-19: Risk Assessment for the Full Return to School on 07/09/21

Date Risk Assessment Reviewed: 7 September 2021

Review Frequency: Monthly (or more regularly if Guidance changes)

Person(s) Responsible for Review: SLT (Head)

PLEASE NOTE:

- This Risk Assessment has been created with close reference to the ISBA template and guidance published to independent schools. The Risk Assessment should be read in conjunction with the school's Outbreak Management Plan.
- **Note to Staff -**
 - All Policies referenced in this Risk Assessment can be viewed on Google - Shared Drive/All Policies
 - All other COVID related Risk Assessments can be viewed on Google - Shared Drive/COVID-19 Planning
- **Note to Parents and Visitors -**
 - All Policies and other COVID-related Risk Assessments referenced in this Risk Assessment are available on request from the Head's Executive Assistant: headsea@manorprep.org

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment Date
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>The Senior Leadership Team has access to all up to date Government guidance. This information is shared with staff and Governors as appropriate. As and when guidance is updated, so too will any measures that need to be taken. The latest documentation for educational settings can be found here:</p> <p>School Coronavirus (COVID-19) Operational Guidance</p> <p>The Guidance was last updated on 27 August 2021</p> <p>School Attendance</p> <p>Contingency framework: education and childcare settings</p>	This will be reviewed weekly or more regularly depending on changes to advice.

B	Are changes regularly communicated to staff, pupils, parents and governors?	Changes are to be regularly communicated to staff, parents and governors via emails, weekly mailing, updates to parents from the Head, regular meetings with the Governing Board. Pupils will be given updated advice depending on the ages of the child by members of staff. Key messages will be communicated to the children in an age appropriate way by their teacher or by a member of staff in school.	This will be reviewed weekly or more regularly depending on changes to advice.
C	Are changes reviewed by governors?	The Risk Assessment will be regularly reviewed by the Governing Board. The Head will alert the Chair of Governors if significant changes are to be implemented between those meetings.	This will be reviewed weekly or more regularly depending on changes to advice.
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Current Parents:</p> <p>Entry to the school site will be through the SDT Gate between 08:00 and 08:45. After that time, the gates will be locked and all parents will be required to go to the Front Office. Access to the site in the afternoon will be by the same gate and an entry code will be required. Parents will be asked to collect their child and leave promptly. Access will be permitted from 15:25 to 18:00 at which stage the gates will be locked. Parents will therefore be able to collect their children from their Wraparound Care or Club location.</p> <p>Visitors:</p> <p>Visitors and essential maintenance contractors will be supervised and encouraged to maintain social distancing. Visitors will sign in at the Front Office. Updated Risk Assessments will be shared via the School's website and in advance of visits wherever possible.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
E	Are control measures communicated, understood and applied?	Control measures are shared with all members of the school community. Questioning is encouraged to ensure clarity. Posters will be displayed in prominent positions around the site and in every classroom.	This will be reviewed weekly or more regularly depending on changes to advice.
F	Are staff and pupils being reminded and checked to ensure they are complying with control measures?	Staff will be regularly reminded of the control measures. Children and staff will be reminded of the need to maintain strong hygiene throughout the day. Staff will carry out supervision of the children's personal hygiene where necessary. Children will be encouraged to follow the 20 second hand washing advice as will adults and children. It is very important for staff to respect the individual sensitivities of their colleagues.	This will be reviewed weekly or more regularly depending on changes to advice.
G	Are there sufficient supplies of hygiene materials and are they well placed?	There is an adequate supply of soap, paper towels, hand sanitiser and anti- bacterial spray for regular cleaning and for maintaining good personal hygiene. There will be separate supplies for children and staff. Stocks will be regularly checked and reordered as	This will be reviewed weekly or more regularly depending on changes to advice.

		required. Staff should request further supplies from the School Nurse as and when necessary.	
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>The areas will be fully cleaned on a daily basis. There will also be regular cleaning of high risk areas, and anti-bacterial spray and paper towels will be available in each room for staff to maintain a good cleaning routine, particularly door handles, switches and surfaces.</p> <p>Please see for details of ventilation in Facilities Management Risk Assessment Section Part 3 below.</p> <p>Our Ventilation Risk Assessment is accessible to staff and available to parents on request.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Regular cleaning of shared teaching equipment will be encouraged.</p> <p>Anti-bacterial spray and paper towels will be available in each room for staff to use as needed.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
J	Are high risk areas being regularly monitored for hygiene?	High risk areas including external entrances will be regularly cleaned. The cleaning regime will be monitored by the Cleaning Supervisor and overseen by the Bursar.	This will be reviewed weekly or more regularly depending on changes to advice.
K	Are contingency plans in place for the transition to partial or full closure including rapidly sharing decisions?	<p>Contingency planning for Remote Learning in the case of full or partial closure is regularly addressed in Section Meetings.</p> <p>In accordance with the Contingency framework: education and childcare settings and School Coronavirus (COVID-19) Operational Guidance, an Outbreak Management Plan has been prepared.</p> <p>The school is aware of its legal duty to provide Remote Education as described in the Government Guidance and The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.</p> <p>Remote Teaching and Learning Policy</p> <p>Our Remote Teaching and Learning Risk Assessment is accessible to staff and available to parents on request.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
L	Are all the risks identified properly mitigated and regularly re-assessed?	This Risk Assessment will be reviewed every week by the SLT and overseen by the Full Governing Board allowing for questions and challenge to ensure that risks are mitigated and re-assessed.	This will be reviewed weekly or more regularly depending on changes to advice.

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text etc	Communications will be sent out regularly and when there are specific messages to impart. Parents are sent a message via Clarioncall and messages are emailed. These are also sent to all staff and Governors. If we are made aware of any problems with communications then we will review the system immediately.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	There are two way systems in place for all areas of the community. Regular meetings take place between children and staff, parents are in contact with teachers and leadership team, regular section meetings are held weekly and there are regular meetings with the SLT, the SET and the Full Board as well as Safeguarding meetings and Finance Meetings with members of the Board. All meetings will take place either in person or virtually, depending Government Guidance/Health Protection Team advice is followed and feedback is always encouraged..	This will be reviewed weekly or more regularly depending on changes to advice.
3	If there is a Governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The Head is responsible for Covid - 19 matters and all staff have the personal details (07552 842864). The Head reports to the Full Board on all Covid-19 matters.	This will be reviewed weekly or more regularly depending on changes to advice.
4	Is there a system to communicate with parents and staff who are reluctant to return to school for fear of infection?	Parents with specific concerns should directly contact the Head through the usual channels. There is a statutory duty for children to return to school unless there is a medical reason for them not to do so. Staff with concerns should liaise with the HR Officer in the first instance. For Pastoral matters, parents may communicate in the first instance with Form Teachers, Heads of Section or the Deputy Head Pastoral.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Are members of the school community following government guidance to quarantine, self isolate or stay at home for any reason and is this communicated to the school?	All families must inform school if a child who attends The Manor needs to isolate as a result of showing symptoms of COVID-19. No child or member of staff with symptoms should attend school until a negative PCR test has been returned. A record will be kept by the School Nurse.	This will be reviewed weekly or more regularly depending on changes to advice.
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Hygiene rules can be found on posters around the school site; these are also included below as Appendix 1 and 2. These will be shared with pupils and staff and will be explained to all members of staff who can then cascade this information to their children regularly. Hand sanitiser is available at the	This will be reviewed weekly or more regularly depending on changes to advice.

		entrance to the school site as well as in all buildings within the school.	
7	Are all staff trained and regularly updated in COVID-19 symptoms and how these rules apply to teaching?	Staff are informed of COVID-19 symptoms. COVID-19 Response Policy (Medical and Social Distancing)	This will be reviewed bi-monthly or more regularly depending on changes to advice.
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School transport will follow Government Guidance as will cleaning arrangements. Transport Guidance	This will be reviewed weekly or more regularly depending on changes to advice.
9	How is registration throughout the day managed including temperature / health checks?	According to Government guidelines, it is not advised to check temperatures of children and staff. We will follow our standard procedure which was in place before lockdown for managing health checks. Hand sanitiser will be available at the gates and within classrooms. Children and staff will then be encouraged to wash their hands using the appropriate facilities regularly and rigorously throughout the day. The School Nurse and First Aid trained staff will be available on site throughout the day.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Should Bubbles need to be re-introduced, all transit spaces and social zones will be clearly marked where necessary to ensure that SD rules are adhered to as far as is possible.	This will be reviewed weekly or more regularly depending on changes to advice.
11	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	All children will be expected to attend school unless there is a clinical reason for them not to do so. They will follow a normal timetable.	This will be reviewed weekly or more regularly depending on changes to advice.
12	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	A Bereavement Policy and Mental Health and Wellbeing Policy have been implemented and has been shared with staff. Staff have also received additional training in these areas. Children are discussed regularly in Section meetings and any concerns are discussed and shared with the DSL. Where there are Safeguarding concerns or emerging vulnerabilities these will be discussed by the Safeguarding Team and appropriate support put in place in line with our Safeguarding Policy and Outbreak Management Plan.	This will be reviewed weekly or more regularly depending on changes to advice.

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
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1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<p>All policies have been reviewed and updated as well as shared with staff and ratified by the Governing Board.</p> <p>These policies are regularly reviewed and updated in line with Government guidance:</p> <p>Safeguarding Policy (incorporating changes due to updated KCSiE 2021),, E-Safety and Acceptable Use Policy, Staff Behaviour Policy, Home Visits Policy, Bereavement Policy, Mental Health and Wellbeing Policy and Outbreak Management Plan.</p> <p>Our Prevent Self Assessment is accessible to staff and available to parents on request.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
2	Are the DSL and DDSLs easily contacted and their contact information known to all?	Safeguarding Policies have been updated with correct information for all DSLs and DDSLs as well as contact details for Chair of Governors and Head. Staff should follow the procedures as outlined in the Safeguarding Policy if they have a concern, which contains relevant contact details for Safeguarding staff and external agencies when on and off-site.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	<p>Please see the Covid 19 Response (Medical and Social Distancing) Policy.</p> <p>For online safety and wellbeing, please see the Safeguarding Policy, E-Safety and Acceptable Use Policy, Remote Teaching and Learning Risk Assessment COVID-19, Mental Health and Well-Being Policy and Remote Teaching and Learning Policy</p>	This will be reviewed bi monthly or more regularly depending on changes to advice.
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>All new staff will follow the standard induction programme, to include The Manor's Covid Response documentation. The usual start of year induction will be delivered to all children.</p> <p>In line with Government Guidance, recruitment will continue as usual.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
5	Are hygiene recommendations clear to staff and pupils?	These rules will be shared with staff who in turn will share them with pupils. There will also be regular reminders. These will be shared through the information posters.	This will be reviewed weekly or more regularly depending on changes to advice.
6	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings and purpose?	Should Bubbles need to be re-introduced, staff will be allocated a specified breakout area but SD must still be maintained at all times. Shared machines should be approached with SD rules in mind. There will be appropriate cleaning equipment available and should be used after each use.	This will be reviewed weekly or more regularly depending on changes to advice.

7	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	The usual CCTV system will operate as usual. The parental code to access the school gates will be switched off to ensure no access can be gained to the Site without the school's knowledge.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	All drop-off and pick-up procedures are shared with staff and parents, overseen by SLT and applied appropriately.	This will be reviewed weekly or more regularly depending on changes to advice.
9	Can staff manage both in school and remote learning, where children are unable to attend for COVID-19 related reasons?	All children will be expected to attend school unless there is a clinical reason for them not to do so. For children not attending school for COVID-19 related reasons, there will be access to Remote Learning provided.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Are meal times de-conflicted in the servery and dining hall whilst providing sufficient nourishment?	Yes. Should Bubbles be re-introduced, they will be Section Bubbles and therefore the single Dining Room will suffice. The menus will be sufficiently nourishing and will meet all dietary requirements.	This will be reviewed weekly or more regularly depending on changes to advice.
11	Use of Masks around school and at drop off and pick up	Individuals may choose to wear a mask at their own discretion.	This will be reviewed weekly or more regularly depending on changes to advice.

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	Medical responsibilities will be shared between the School Nurse and Three Day First Aid Trained Specialists. We will also have Paediatric First Aid trained staff on site as well every day. For any further advice, there is a medical practitioner on the Governing Board who is always willing to offer support.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	We will not be temperature testing, in line with Government guidance, unless we have cause for concern. We have suitable supplies of thermometers (and disposable caps) and there will be adequate PPE for any member of staff who is required to look after a suspected COVID-19 case. We feel confident that we have a sufficient number of first aid trained staff to deal with normal medical issues should the School Nurse or any other member of staff be required to deal with a child in isolation.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Have medical policy, procedures and appropriate response to the spectrum of medical issues been revised and shared?	All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity	This will be reviewed weekly or more regularly depending on changes to advice.

		of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. A separate COVID-19 Response Policy (Medical) has been written with a focus on medical needs. This will be shared with all staff and Governors.	
4	Is the medical room(s) properly equipped?	The medical room is properly equipped both for normal medical issues as well as members of the school community with Covid-19 symptoms.	This will be reviewed weekly or more regularly depending on changes to advice.
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	In line with Government guidance, the school is following the advice that no PPE is required in the course of a normal day. Any staff who are required to provide personal hygiene for younger children will wear their usual PPE. PPE has been sought for those who may need to deal with a child in isolation, showing COVID-19 symptoms. Should staff be concerned then a discussion will take place as to why they might like to wear PPE and an arrangement reached where appropriate.	This will be reviewed weekly or more regularly depending on changes to advice.
6	Is the school aware of all pre-existing medical conditions?	The school is aware of all pre-existing medical conditions for children. For staff we are aware where they have chosen to disclose this information but all staff have been asked to let school know of any pre-existing medical condition.	This will be reviewed weekly or more regularly depending on changes to advice.
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	A log is kept by the School Nurse of any member of the school community who is advised to go for a test and the outcome of those tests.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	A log is kept of any member of the school community who is advised to go for a test and the outcome of those tests.	This will be reviewed weekly or more regularly depending on changes to advice.
9	Who has been sent home with COVID-19 symptoms (cough, high temp, shortness of breath)?	A log is kept of any member of the community who has been sent home with COVID-19 symptoms and the outcome of their test results.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Regular dialogue is maintained with any member of the community who is suffering from COVID-19 or associated symptoms.	This will be reviewed weekly or more regularly depending on changes to advice.
11	If there is a separate area for temperature testing, holding and isolation areas, are they easily identified and regularly cleaned?	There is a separate area; the Medical Room.	This will be reviewed weekly or more regularly depending on changes to advice.

12	Is temperature testing safe, recorded and these records kept appropriately?	Temperature checks, if the school has cause for concern, will be taken, using surgical gloves. Any temperatures taken will be recorded.	This will be reviewed weekly or more regularly depending on changes to advice.
13	If emergency services are called, is there a well understood procedure, RV and cleared routes in and out?	We are confident that our existing procedures which are well understood between the medical team and the Maintenance team are robust in this situation.	This will be reviewed weekly or more regularly depending on changes to advice.
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Staff and pupils will be informed of school control measures. Medical staff will also be advised on the use of PPE, and when to use it, as will staff responsible for personal hygiene of younger pupils.	This will be reviewed weekly or more regularly depending on changes to advice.
15	If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	Normal regulations will apply for all essential contractors. As per the Government guidance, we will not be temperature checking unless advice changes. All visitors will be asked to properly register in the School Office and sign out when leaving. They will also be asked to share contact details for Track and Trace purposes. (See also Part 1 Section D)	This will be reviewed weekly or more regularly depending on changes to advice.
16	Do medical staff have the appropriate PPE, cleaning materials and training?	Medical staff will have perspex masks, aprons and surgical gloves. The school has an adequate supply of cleaning materials and all staff are appropriately trained.	This will be reviewed weekly or more regularly depending on changes to advice.
17	What is the policy on washing school clothes so as to prevent infection?	We do not have a facility for washing school clothes and children would need to take any soiled clothes home with them for washing.	This will be reviewed weekly or more regularly depending on changes to advice.
18	Is the school following the Government Guidance regarding twice weekly Lateral Flow Tests?	The Manor is following the advice that all members of staff, working on site, are encouraged to undergo home testing twice a week. For further details please reference the COVID-19 Response Policy (Medical).	The COVID-19 Response Policy is reviewed monthly or more regularly depending on changes to advice.

Support Staff Risk Assessment

	Risk	Control Measures	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	The Risk Assessment will be shared with all staff. Any changes will be communicated with staff in a timely fashion	This will be reviewed weekly or more regularly depending on changes to advice.
2	Do support staff have the appropriate PPE, cleaning materials and training?	Sufficient cleaning materials will be available for support staff to be used regularly. The Government guidelines suggest the regular wearing of PPE is not appropriate. If there is a suspected case of Covid-19 then the member of staff supervising this child,	This will be reviewed weekly or more regularly depending on changes to advice.

		whilst waiting for the parents to collect them, should wear all the necessary PPE including gloves and a face mask.	
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	All areas being used within the school will be thoroughly cleaned on a daily basis and will be reviewed throughout the day ensuring hard surfaces and pinch points are regularly wiped down.	This will be reviewed weekly or more regularly depending on changes to advice.
4	Are all security and access systems regularly checked, updated and re-coded?	The security alarm and door entry system system are properly maintained.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	All areas of the school being used will maintain clear fire exit routes and safe routes to the usual fire assembly point.	This will be reviewed weekly or more regularly depending on changes to advice.
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	The usual fire and lockdown procedures will still apply. Regular inspections of fire escape routes will be carried out.	This will be reviewed weekly or more regularly depending on changes to advice.

Facilities Management Risk Assessment

	Risk	Control Measures	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Heating and hot water are supplied using gas and so no adjustment to this supply is required.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Gas supply, venting and valves?	No adjustment to the gas supply is required.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Have air conditioning ducts and units been checked and reviewed?	The school's air conditioning units are regularly serviced and can be used at this time in line with Government guidance provided that there is a source of fresh air through the classroom, keeping doors and windows open. Our Ventilation Risk Assessment is accessible to staff and available to parents on request.	This will be reviewed weekly or more regularly depending on changes to advice.
4	Electrical tests up-to-date including emergency lighting and PAT?	All electrical testing including emergency lighting and PAT testing are regularly maintained. No additional testing is required.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Water testing for temperature, flow and legionella in date for test?	Regular legionella testing takes place and TMVs are installed to ensure safe water temperature.	This will be reviewed weekly or more regularly depending on changes to advice.

6	What is the status of the swimming pool and are appropriate measures in force?	N/A	This will be reviewed weekly or more regularly depending on changes to advice.
7	Fire alarm panel, system and extinguishers in date and serviced?	The fire alarm is regularly maintained and extinguishers have had the appropriate checks.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Laundry washers/dryers serviceable, able to cope with demand, temperature requirements & have sufficient washing products?	The washing machines on site are all capable of washing at high temperature.	This will be reviewed weekly or more regularly depending on changes to advice.
9	Have waste procedures been reviewed?	The general site waste is regularly collected to ensure there is no build up of rubbish on site.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Are pest control services recorded, deficiencies identified and actioned?	Pest control is closely monitored.	This will be reviewed weekly or more regularly depending on changes to advice.
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	The school minibuses are all fully registered, insured and maintained. Government guidance will be strictly followed. Transport Guidance	This will be reviewed weekly or more regularly depending on changes to advice.

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 - All Policies referenced in this Risk Assessment can be viewed on Google - Shared Drive/All Policies
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HANDS

PLEASE:

- Wash them regularly**
- Wash them for at least 20 seconds**
- Use hand gel**
- Be careful what you touch**
- Keep them away from your friends**
- Keep them away from other people's property**





Noses & Faces

PLEASE:

- Don't touch!**
- Use a tissue**
- Sneeze into a tissue**
- Sneeze/cough into your arm if you can't find a tissue**
- Put tissues straight into a bin**
- Wash your hands**

The illustration shows Pinocchio with a tiny figure on his nose. The entire page is framed by a green dotted border with small house icons at the corners.