

CLITHEROE ROYAL GRAMMAR SCHOOL RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during Covid-19 restrictions, including introduction and management of year 'bubble groups'

Location of activity: York St and Main School Sites

Team/School name: Address and Contact details:	Clitheroe Royal Grammar School	Name of Person(s) undertaking Assessment:	Mr T. Dean
		Signature(s):	<i>T. Dean</i>
Line Manager/ Headteacher (Name/Title):	Lynne Higginbottom Bursar James Keulemans Headteacher	Date of Assessment:	20 th May 2020
Signature:		Planned Review Date:	17 th June 2020 Reviewed 7 th July 2020
How communicated to staff:	Staff Webinar, Booklet and email information	Date communicated to staff:	10 th July 2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
1. Establishing a systematic process of partial re-opening, including social distancing and management of 'bubble groups'			
Changes to official Covid-19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ https://www.gov.uk/coronavirus/education-and-childcare

			<ul style="list-style-type: none"> ○ <u>COVID-19: maintaining educational provision</u> ○ <u>Guidance for full opening: Schools</u> ○ LCC Schools HR guidance ○ LCC Health & Safety Covid-19 web page <ul style="list-style-type: none"> ● Headteacher or member of SLT keeps up to date with <u>official COVID-19 Guidance</u> and informs employees/school arrangements as required
1.1 Net Capacity			
Available capacity of the school premises is returned to normal but operating in separate bubbles			<ul style="list-style-type: none"> ● Pupils and staffing to abide by guidance for use of year group bubbles to comply with requirements ● New timetable and arrangements confirmed for each year group
1.2 Organisation of teaching spaces			
Organisation of teaching spaces to enable bubble groups / designated areas for year groups			<ul style="list-style-type: none"> ● Classroom sizes and pupil/student numbers reviewed ● Alternate locations used for teaching where more practicable eg(lecture theatre, library etc) to allow better use of physical space ● Classrooms re-modelled with desk and chairs in place to meet guidelines on layout ● Spaces not to be used clearly identified or removed from use ● Clear signage displayed in 'new' classrooms and teaching spaces ● Areas in use under continuous review by members of SLT and adjusted, if necessary
1.3 Availability of staff and class sizes			
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> ● The health status and availability of staff is known and regularly updated so that staffing can be planned ● Employees at work have a weekly briefing to clarify key roles and responsibilities for the week, planned activities for pupils, essential employee tasks to be undertaken, etc <p>Staff should receive clear guidance and information on the following:</p> <ul style="list-style-type: none"> ● the staff on site and their key roles ● the most senior member of staff

			<ul style="list-style-type: none"> • who to report issues or concerns to • first aid provision e.g. named first aider or appointed person • fire arrangements • security/lockdown arrangements • work tasks / activities to be undertaken that day • areas of the building that remain in use or have restricted use • any other relevant information <p>The above list is not exhaustive and may be subject to change.</p> <ul style="list-style-type: none"> • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns • All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities • The Headteacher/Chair of Governors, or other nominated senior member of personnel will monitor and review the current working arrangements
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> • Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service • Lone working eg staff/contractors undertaking any extended lone working must be monitored and contact must be made in a specified timeframe • The Headteacher/Chair of Governors, or designated member of SLT will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary
1.4 The school day			
The start and end of the school day may create risks of breaching “bubble group” guidelines			<ul style="list-style-type: none"> • Start and departure times are staffed • Entrance and exit routes are clearly identified • Entrances and exits staffed at key times of the day • Staff, pupils and students are briefed in the use of entrances and signage used to identify which entrance, exits and circulation routes are in use

			<ul style="list-style-type: none"> • A plan is in place for managing the movement of people on arrival to avoid groups congregating • Markers are in place and visible where it may be necessary to avoid queuing
1.5 Planning movement around the school premises			
Movement around the school premises risks breaching “bubble group” guidelines			<ul style="list-style-type: none"> • Circulation plans have been reviewed and planned by SLT • Signage is in place and clearly visible • One-way systems are in place, where possible. One-way systems have been devised by SLT • Monitoring is in place to ensure that control measures are being adhered to • Doors are wedged open at the start of the day to avoid unnecessary contact • Pinch points are identified and managed accordingly • Pupils are briefed regularly regarding observing distancing and guidelines • Movement in school premises is minimised as much as possible with pupils staying in ‘classrooms’ and zones where possible • Appropriate levels of supervision are in place • SLT will need to review these arrangements regularly and further adjustments made
1.6 Staff workspaces			
Staff rooms and offices do not allow for social distancing guidelines to be followed			<ul style="list-style-type: none"> • Staffroom layout/office layouts have been reviewed by SLT and appropriate configurations have been put into place • Staff have been briefed on the use of these rooms • Some workspaces may not be appropriate. staff may need to be moved or alternate arrangements put into place by SLT. This may include using other locations or introducing staff by rotation
1.7 Policy review			
Existing school policies may need to be reviewed in light of change in circumstances.			<ul style="list-style-type: none"> • All relevant policies will need to be reviewed in light of the introduction & management of ‘bubble’ groups and social distancing guidelines • Any changes to school policies should be communicated to staff, parents and governors

<p>eg Safeguarding, Fire Evacuation, Behaviour, Attendance etc</p>			
<p>1.8 Staff induction and CPD</p>			
<p>Staff are not briefed in new procedures, leading to risks to health.</p> <p>New staff are not aware of school policies and procedures prior to starting employment in school when it re-opens</p>			<ul style="list-style-type: none"> • Staff handbooks should be revised to include revision of policies and procedures • Updates and briefings should include all revised guidance to be observed on school premises • Induction programmes are in place for all new staff. This can be done online or in school

2. Provision of cleaning, hygiene and use of safety equipment

2.1 Cleaning

<p>Inadequate provision of cleaning, cleaning staff and supplies</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Cleaning staff to resume cleaning roles and tasks before school re-opens • Cleaning supplies should be fit for purpose and readily available for use • Cleaning staff should notify site staff immediately if local supplies need to be replenished • Site staff should maintain adequate stock of all products required and place orders appropriately • Areas to be used should be 'de-cluttered' by staff to avoid unnecessary cross-contamination • Desk areas should be cleared for cleaning by staff after use • Areas to be cleaned should be vacated by staff and pupils before cleaning commences to enable safe social distancing • Areas of the building that are in use are subject will be subject to frequent cleaning. Areas to be used on re-opening will be confirmed by SLT across both sites. These areas may change • Daily cleaning signage to be displayed on doors indicating date, time and name of personnel undertaking cleaning tasks • Employees have been instructed on cleaning and sanitising requirements • All key areas and surfaces are cleaned regularly during and after use • Cleaning and disinfection of frequently touched objects and surfaces is carried out by staff e.g. railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching and learning aids, computer equipment, telephones, resources and bathroom facilities, etc • Site staff must monitor all areas and advise further actions required, if necessary • Good housekeeping is maintained at all times • Waste bins are lidded and are emptied daily; the contents are disposed of safely • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment • All toilet facilities to be monitored throughout the day and cleaned, where necessary
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			<ul style="list-style-type: none"> • A strict colour coding system is in place to reduce the risk of cross contamination. • PPE is provided for staff to wear during certain cleaning activities and must be worn as instructed eg gloves, etc • Reporting procedures in place. Any areas of concern should be reported to site staff immediately • Site staff must respond to any concerns appropriately • Recruitment may be necessary to ensure adequate cleaning cover across both school sites • Any staffing issues must be flagged and reported by site staff • The use of specialist cleaning contractors may be required for future cleaning of school premises due to staff absence, 'fogging', or other unforeseen circumstances • The use of other product suppliers may need to be considered to maintain appropriate stock levels
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2.2 Hygiene and handwashing

<p>Inadequate provision of hygiene supplies</p> <p>Inadequate information on hygiene and handwashing guidance</p> <p>Pupils do not wash their hands regularly and frequently</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after break and after using the toilet • These expectations and guidance should be communicated to parents, students and staff • Hand sanitisers fitted at all points of access into the premises. SLT to advise • Hand sanitisers fitted at key points within the premises. SLT to advise • Disinfectant wipes to be used in ICT rooms for sanitising equipment • Use of paper towels and hand soap monitored and refilled, as necessary • Site staff to monitor the use of sanitisers and refill, as necessary • Posters are displayed on general hand hygiene • Poster on cleaning and disinfectant guidance is on display
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			<ul style="list-style-type: none"> • Pupils are reminded to avoid touching their faces with unwashed hands • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal) • Tissues are readily available in the areas being used • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of Covid-19 virus on site a deeper clean will be required in accordance with the guidance <u>COVID-19: cleaning in non-healthcare settings</u></p>
2.3 Managing symptoms of Covid-19			
<p>Infection transmission within school due to pupil/staff (or members of their household displaying symptoms</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • See LCC Outbreak Support Plan, available from Mary Woods • Guidance on Bubbles and Social Distancing MUST be adhered to at all times • DfE Covid-19 guidance on <u>implementing social distancing in educational settings is reviewed regularly</u> • Employees are socially distancing themselves from each other, pupils and parents/carers at all times • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines • Arrangements are in place for parents/carers to drop off and collect pupils at specified times, without physically entering the premises • Procedures are in place to deal with pupils/staff displaying symptoms • Pupils, parents and staff are aware what steps to take if they or any member of their household displays symptoms • A record of any Covid-19 symptoms should be recorded and reported to the local authority, if necessary • PHE Test and Trace guidance available here: <u>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</u>

Employee or pupil displaying signs of Covid-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference https://www.gov.uk/coronavirus/education-and-childcare for advice on dealing with the situation • Employees who have assisted someone who has been taken ill with Covid-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home • If a pupil displays symptoms they will be placed in a separate 'isolation' room until they can be collected, whilst being mindful of individual pupils' needs • Isolation room(s) to be identified across school premises and stocked appropriately • Isolation rooms need to be deep cleaned and disinfected following use by a pupil who is showing symptoms of Covid-19 • Ideally, a window will be opened in the room for increased ventilation • If it is not possible to isolate the pupil eg if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others • If an individual (adult or child) showing Covid-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else
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2.4 Use of PPE

Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific high risk tasks eg cleaning/de-contamination • Staff should be reminded that the use of gloves is not a substitute for thorough handwashing practices • Insufficient levels of PPE should be reported to the most senior member of staff •
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2.5 Medical Provision

Medical rooms may not be equipped or configured to maintain infection control	All building occupants	Untreated injuries	<ul style="list-style-type: none">• Social distancing provisions are in place for medical rooms• Other rooms may need to be used to facilitate first aid or isolation• First Aiders are aware of the <u>Government guidance for first responders</u>• Employees working in the school are kept informed of the first aid arrangements. eg via a whiteboard in the staffroom/email, which is updated daily• As a minimum an Appointed Person will be delegated to take charge in an emergency situation• For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE has announced a 3 month extension to the validity of all first aid certificates, including Paediatric First Aid
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3. Maximising social distancing measures

3.1 Pupil Behaviour

Pupils/students behaviour on return to school does not comply with social distancing and the management of bubble group security	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Clear messaging to pupils/students on the importance of measures and reasons for distancing and the management of bubble groups is re-enforced throughout the school day • Staff will model guidelines consistently • Large movement of pupils is minimised • Large gatherings are avoided • Break and lunch times are supervised to support guidelines • The school's behaviour policy should be revised and communicated to staff, pupils and parents • SLT monitor areas of social distancing breaches and continue to review arrangements
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3.2 Classrooms and teaching spaces

The configuration of classrooms does not support distancing measures and guidelines	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Site staff to facilitate these arrangements in teaching spaces by request • All arrangements to be reviewed regularly • Spaces to be arranged to support guidance
Use of music room for 6 th form mixed group of students			<ul style="list-style-type: none"> • Use of separate entrances and social distancing enforced

3.3 Movement in communal areas

Social distancing and guidance may be breached when pupils/staff circulate	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> • Circulation plans are in place and are reviewed • One way systems in place with appropriate signage displayed • Areas should be divided, if possible • Movement around school premises minimised, bubble groups managed and accommodated separately, where possible • Lesson changeovers are staggered where possible • Pupils/students briefed regularly regarding observing distancing measures and attention to guidance • Appropriate levels of supervision in place
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3.4 Break times

Pupils may not be observing “bubble group” distancing at break times	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Break times are staggered • External areas designated for different groups • Pupils are reminded about distancing as break begins • Signage is in place around school premises and at key areas • Supervision is enhanced at break times
3.5 Lunch times			
Pupils may not be observing “bubble group” distancing at lunch times	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Pupils wash their hands before and after eating • Bubble groups have been assigned separate and specific areas for use in and around school premises • Dining area layouts have been re-configured to ensure distancing • Seating layouts have been re-configured to ensure distancing • Floor markings to be used to indicate queues and separate spaces • Additional arrangements are in place such as staggering lunchtimes and pupils eating in classrooms <ul style="list-style-type: none"> • Eating areas should be cleaned after lunch by staff on duty
3.6 Toilet areas			
Queues for toilets	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> • Queues for toilets and hand washing have been established and are being monitored • Pupils/students are aware that they can only use the toilet one at a time • Pupils/students are encouraged to use the toilet facilities throughout the day to avoid queues • Toilet areas to be cleaned regularly • Monitoring ensures a constant supply of consumables in all areas • Pupils/staff have been briefed on the use of these facilities to ensure appropriate guidance is followed
3.8 Reception areas			
Groups of people gather in reception area. (visitor’s, parents, deliveries) which risks breaching social distancing guidelines.	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> • Social distancing points are clearly set out using floor markings, continuing outside with coned areas if necessary • Non-essential deliveries and visitors to school are minimised • Deliveries to be left at designated points and site staff informed • Arrangements are in place for the segregation of visitors

3.9 Transport			
Use of dedicated bus services compromises group bubbles Social distancing will not be observed	Students, Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Pupils/parents encouraged to make individual arrangements to travel to/from school, where possible • Organised queuing and boarding, where possible • Students will, where possible sit with their own year group bubble • Students will be required to wear face coverings and will be guided as to the appropriate wearing and removal of face coverings • Sanitiser to be available on buses, provided and monitored by bus company(ies) • Buses to be cleaned between uses by bus operator • Risk and hazards to be monitored
Use of service buses and associated social distancing issues	Students, Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Students to be reminded of need for social distancing • Students to be reminded of needed and supported in appropriate use of face coverings • Risk and hazards to be monitored
The use of public transport by pupils/students presents social distancing risks	Students, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Pupils/parents encouraged to make individual arrangements to travel to/from school, where possible • Organised queuing and boarding where possible • Guidance is in place and pupils and students briefed on how social distancing can be observed while waiting for and using public transport. This guidance may include the use of face masks • Discussions have been held with bus/transport companies on how social distancing measures can be applied • Risk and hazards to be monitored
4.Operational Issues			
4.1 Fire evacuation and lockdown procedures			
Reduced fire and lockdown arrangements	All building occupants	Burns, smoke inhalation, fire related injuries,	<ul style="list-style-type: none"> • Year group bubbles should use the nearest available fire exit in the event of an emergency evacuation

		death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lockdown procedures, including amendments to normal working practices due to the current limited resources and building use, etc • Daily checks are made to ensure all required fire doors are kept unlocked and are will be available in the event of an emergency • Room fire safety capacity levels are considered when deciding which areas of the building are to be used • Nominated person(s) are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> • to liaise with the fire officer and report any concerns eg areas of a building that may not have been checked • to act as Fire Wardens, take out the register and emergency grab bag • In the event of a lockdown - • to call/liaise with the Police • to lead pupils to a 'safe area' depending upon the type of security threat/lockdown • maintenance of bubbles rules will apply at all times unless there is an imminent risk to life
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4.2 Building compliance

Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health eg electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use eg: <ul style="list-style-type: none"> • <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc • <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process • <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the
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			<p>weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria</p> <ul style="list-style-type: none"> • <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises) • <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place eg by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc • Records of all testing and checks will be kept • Records will also be kept of those areas that have not been checked and why eg due to building closure, reduced resource, etc. These areas will be fully checked before reopening
4.3 Contractors and visitors to site			
<p>Risk of infection or contamination from groups/individuals who are not aware of schools social distancing guidelines</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Visitors to site are limited to essential persons and those authorised by the Headteacher / Bursar / Senior Management • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules eg hand washing/sanitisation upon entry • Contractors must obtain permission before attending site • Contractors must be subject to a premises induction by site staff • All usual contractors' site rules apply • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival eg gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation • Alternative routes around or through the premises will be used as instructed by the school eg the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination

4.4 Homeworking			
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • Employees are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of Covid-19 • Employees will be required to work from home where possible, in line with the School's needs, if they are not able to attend work to undertake their normal duties. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc • Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the Schools' Portal • Employees take regular breaks eg if a 'good' homeworking set-up is achieved a 5-minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken eg 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort) • Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken • DSE 'exercises' should be undertaken to avoid static postures at the workstation • Employees are required to watch: <ul style="list-style-type: none"> ○ The HSE video on <u>temporary working at home – workstation setup</u>; and, if they continue to experience any issues: ○ the Posturite webinar – <u>Working from home – quick fixes</u>; Note: Any queries arising from watching this webinar must be addressed by a competent person. (Line Manager) • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members • Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home • Employees are aware of other sources of useful H&S information on the schools' portal to assist homeworking arrangements such as:

			<ul style="list-style-type: none"> ○ Display Screen Equipment guidance and exercise sheets (DSE Forms, templates and guidance section): ○ Agile Working ○ Employee Wellbeing
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> ● The Headteacher/Chair of Governors, or appointed member of SLT, will keep in regular contact with any employees still homeworking to monitor the working arrangements and offer support and advice where necessary ● Communication with employees is accommodated via Microsoft Team meetings, emails, text, phone calls, use of a shared drive, the schools' portal, etc ● Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day ● Employees are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing (on the schools' portal) ○ <u>MIND web site</u> ○ H&S COVID-19 web page (on the schools' portal)

This general risk assessment will apply to most premises providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Clitheroe Royal Grammar School.

Signed:



Name: James Keulemans

Risk Assessor: Headteacher

8th July 2020

