


SCHOOL RISK ASSESSMENT – COVID-19



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions

Location of activity: Clitheroe Royal Grammar School Premises

Team/School name: Address & Contact details:	Clitheroe Royal Grammar School Main School, Chatburn Rd. Sixth form, York St.	Name of Person(s) undertaking Assessment:	Terry Dean, Estates Manager
		Signature(s):	T. Dean
Line Manager/ Headteacher (Name/Title):	Lynne Higginbottom, Bursar James Keulemans, Headteacher	Date of Assessment:	Amended - 31 th August 2021
Signature:		Planned Review Date:	(mid) Autumn Term 2021
How communicated to staff:	Detailed in Staff Bulletin, Emailed to Staff	Date communicated to staff:	3 rd September 2021

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)
Changes to official COVID-19 guidance and advice	Staff, 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, HS&Q and HR;

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			<ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page ● Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; ● Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; ● The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> ● Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk; ● Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; ● Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor;

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			<ul style="list-style-type: none"> • Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; • Pupils aged between 16 and 18 who have had their vaccine due to underlying health conditions and clinically extremely vulnerable staff who have had their vaccine have been reminded of the need to continue to follow government shielding advice and self-isolate if they have symptoms or are identified as a close contact of a positive case; • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable; • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures in place to reduce the risk in school. • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories an individual risk assessment will be completed to assess the risks to them and identify ways to reduce these to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure and are advised to follow the Government

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			<p>guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff;</p> <ul style="list-style-type: none"> • Staff and pupils who live with someone who is clinically extremely vulnerable or clinically vulnerable are required attend School as normal; • It is acknowledged that some staff and pupils with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as identified in the COVID-19: review of disparities in risks and outcomes report. If staff and pupils with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to them and identify ways to reduce the risks to an acceptable level; • Staff and pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) are required to attend School as normal;
Staff, pupils, visitors & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers; • Staff and pupils who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme; • A separate risk assessment is in place for the LFD on-site testing programme and home testing programme; • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test;

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			<ul style="list-style-type: none"> On site LFD testing is available for a small number of pupils who are unable or unwilling to test themselves at home.
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Staff, parents/carers and pupils are made aware of the virus symptoms; Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection; Staff, other adults or pupils showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to book a test to see if they have COVID-19; A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere; Staff and parents are advised that other members of their household including any siblings of the symptomatic person must self-isolate for 10 days from date of onset of symptoms; Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; If staff or pupils with COVID symptoms test negative and have not been told by the Test & Trace Team to self-isolate, they can stop self-isolating

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			<p>and return to school if they feel well and have been without a fever for 48 hours;</p> <ul style="list-style-type: none"> • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with the symptomatic person, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display symptoms themselves or the symptomatic person subsequently tests positive or they are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupil's needs; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. 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 toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance;

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			<ul style="list-style-type: none"> • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help; • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours. • They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • Where the staff member or pupil has been in school during the infectious period for COVID-19, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the infectious period prior to the onset of their symptoms; if the staff member / pupil has not been in school during the infectious period the school do not need to take any further action;

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			<ul style="list-style-type: none"> • Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person. Close contact means: <ul style="list-style-type: none"> ○ face to face contact including being coughed on or having a face to face conversation within one metre; ○ being within 1 metre for 1 minute or longer without face to face contact; ○ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); ○ travelling in a small vehicle, i.e. a car, with an infected person; • School will keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;

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			<ul style="list-style-type: none"> • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); • They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms; • In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to wash hands or use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. in science labs or food tech

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			<p>classes. Hands will be washed using soap and running water and dried thoroughly;</p> <ul style="list-style-type: none"> • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • 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; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>An enhanced cleaning schedule is followed which includes;</p> <ul style="list-style-type: none"> • More frequent cleaning of rooms/shared areas that are used by different groups; • Sanitising of tables in the dining area between different groups having their lunch; • More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, sports equipment, teaching & learning aids, computer equipment, telephones and toilet facilities;

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			<ul style="list-style-type: none"> • Thorough cleaning of all occupied areas at the end of the day; • Specific areas/items may be 'fogged' with an appropriate disinfectant at the end of the school day; • A 'fogging' Risk Assessment is in place; • When cleaning, antiviral disinfectants and detergents will be used as these are effective at getting rid of the virus on surfaces; • Staff must only use cleaning products supplied by school; • When cleaning, the usual products such as detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or;

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			<ul style="list-style-type: none"> • A cleaning regime is in place for outdoor play equipment, outdoor seating, and outdoor handrails etc; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School follows the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather;

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			<ul style="list-style-type: none"> • During cold weather, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air. Where possible, windows will be kept partially open at times of occupation; • To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts and high-level windows are opened in colder weather in preference to low level to reduce draughts;
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; • The school office layout has been rearranged to facilitate side by side working rather than face to face; • Dividing screens have been placed in-between work areas where necessary; • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas.

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Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available; • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff are encouraged to bring their own food to work and are discouraged from leaving the premises to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency e.g. an accident or fire, social distancing does not have to be observed where it may impact on general safety or safe evacuation; • Fire evacuation drills will be practiced on a termly basis. Where necessary adjustments will be made to how the drill is practiced to allow for social distancing; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 arrangements for any pupil who does not have symptoms;

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			<ul style="list-style-type: none"> • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • <i>Further guidance on first aid is available on Health & Safety Executive website;</i>
Transmission of Covid-19 through interaction with catering staff on site	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School have ensured that bought in School Catering Services have their own COVID-19 risk assessment in place which considers all COVID-19 preventative measures; • The School Catering Service minimise changes in kitchen staff within the school as far as possible; • School catering staff are encouraged to participate in the school's LFD testing programme and have been provided with information on what to do if they have a positive LFD result including how to report the result to the school;
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and by appointment only unless it is an emergency situation; • Visits will happen outside of school hours where possible;

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			<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; • To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs, they will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff; • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 control measures and the communication of procedures to contractors and visitors to site; • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people; • Record are kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace;

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			<ul style="list-style-type: none"> • Contractors must obtain permission before attending site; • When necessary, contractors familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary is available as a laminate which must be wiped clean with disinfectant wipes after use; • 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 e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to 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 e.g. 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; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.

This general risk assessment will apply to this area/task/activity in most schools 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:
Headteacher



Name: J.M Keulemans

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed