

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions from 1 June 2020

Location of activity: Our Lady's Catholic College

Team/School name: Address & Contact details:	OLCC Morecambe Road Lancaster LA1 2RX	Name of Person(s) undertaking Assessment:	Katy Walker
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Helen Seddon Headteacher	Date of Assessment:	10/06/2020
Signature:		Planned Review Date:	01/08/2020
How communicated to staff:	Via Teams and training	Date communicated to staff:	June 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)
Changes to official COVID19 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, H&S and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educations 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.

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Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils,	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend school and will continue to be supported at home as much as possible. • The parents of children who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend school or not. If medical advice permits the child to attend school, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis. • If a member of staff has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the member of staff will NOT be required to return to the workplace. Where possible work will be allocated that they are able to undertake from home. • An individual risk assessment will be completed for any staff member who is identified as clinically vulnerable. If it is not possible to work from home the <u>individual risk assessment</u> will assess the risks to that individual and identify ways to reduce these risk to an acceptable level including the need for any reasonable adjustments. 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.
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents+/incidents	<ul style="list-style-type: none"> • Staff at work have a daily briefing via email prior to pupils arriving on site to clarify key roles & responsibilities for the day, planned activities for pupils, essential staff tasks to be undertaken, etc.; • A whiteboard held in the entrance hall is updated each morning listing: <ul style="list-style-type: none"> ○ the staff on site & their key roles ○ the most Senior member of staff ○ who to report issues or concerns to

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			<ul style="list-style-type: none"> ○ number of pupils, noting special needs, etc. ○ agreed times of pupil drop-off and collection ○ first aid provision e.g. named first aider or appointed person ○ fire arrangements ○ security/lock down arrangements ○ areas of the building that remain in use or have restricted use ○ any other relevant information <p>The above arrangement and list is not exhaustive and will need to be adjusted to meet local needs.</p> <ul style="list-style-type: none"> ● All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns. Concerns regarding cleaning or site issues should be passed on to Katy Walker and Neil Storey. Concerns regarding staff or students not following the social distancing or hygiene protocol should be passed on to Helen Seddon. If a member of staff feels that there concerns have not been dealt with appropriately he/she can contact the governor responsible for health and safety – Chris Foster – via email. His email address is as follows: christopherfoster689@btinternet.com ● All new staff 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; ● SLT on duty is available to offer support and advice and to monitor the current working arrangements each day.
Impact of reduced staffing levels on pupil activities and work tasks	Staff, 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; ● Staff work on a rota basis to provide adequate cover and to reduce the number of persons on site at any one time;

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			<ul style="list-style-type: none"> • Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. • A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required; • Lone working will be monitored by a nominated member of staff on site e.g. any building maintenance by the site supervisor, will be noted on the whiteboard along with their whereabouts, a check-out and expected check-in time; • SLT on duty will keep in regular contact with staff to monitor the working arrangements and provide support and advice where necessary. • Student behaviour – the behaviour policy has been updated to include behaviour in relation to health and safety expectations regarding COVID-19.
Spread of Covid-19 during transport to and from school	Pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Parents, pupils and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel; • Staff, parents and pupils are encouraged to walk or cycle to school where possible; • Where this is not possible, use of private transport is recommended. • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and thoroughly wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school.

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			<ul style="list-style-type: none"> • Specific school transport providers have been made aware of the current arrangements for start and finish times; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus;
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; • All staff and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. All staff and pupils will wash their hands upon entry to school, before break and after break, when leaving school. Those staying in school over lunchtime (key worker and vulnerable students at present) will also wash their hands before and after lunchtime. • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands; • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and

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			<p>sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);</p> <ul style="list-style-type: none"> • 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; • Hand sanitiser has been made available where hand washing facilities are not readily accessible. • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities; • At lunchtime, tables in the dining area will be sanitised between groups having their lunch; • All occupied areas will be thoroughly cleaned at the end of the day; • Outdoor equipment is cleaned between groups of pupils using it. Multiple groups are not permitted to use outdoor equipment simultaneously; • If resources do not allow for the cleaning of outdoor equipment between different groups using it then it will be made off limits until cleaning can be carried out; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • Site 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, aprons etc.

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			<ul style="list-style-type: none"> • 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. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers or in department offices. Staff are encouraged to bring as few personal items into school as possible. • To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. Where necessary additional storage facilities will be provided; • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage; • Stationery and other equipment is not shared where possible by either staff or pupils; • Good housekeeping is maintained at all times; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • The school will follow the procedures as 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 will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;

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			<ul style="list-style-type: none"> 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. A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination;
Spread of COVID-19 virus via air borne particles	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Guidance on Social Distancing MUST be adhered to at all times; DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; Classes have been split, with no more than 10 pupils per group and one teacher (and, if needed, a teaching assistant). Vulnerable pupils and children of critical workers in other year groups will also be split into small groups of no more than 15. Room layouts and table settings in class and dining area have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance i.e. a minimum of 2 metres apart, where possible. Where necessary floor tape has been used to mark out a 2 metre distance. Pupils will remain in the same small groups at all times each day, and different groups will not mix during the day, or on subsequent days; The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days; The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day; Where possible rooms are accessed directly from outside; A one-way circulation route along corridors is in operation;

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			<ul style="list-style-type: none"> • Breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time; • Children in different groups are forbidden socialise together at break times. Breaks are staggered to restricted the number of children outside at one time and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered with dining areas only being used at a suitable capacity to support 2 metre social distancing; • Pupils will enter the dining area in their class groups; • Different groups in the dining area will be kept apart as much as possible; • 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 not in use; • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact; • Specific toilet areas are designated to as limited groups of children as possible; • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing; • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable; • Pupils will be instructed to socially distance themselves from staff and other pupils and to stay within their small groups; • Parents/carers will not enter the school unless absolutely necessary, and by invitation, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines;

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			<ul style="list-style-type: none"> • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting the pupil at the school door; • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors. • 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; • Wherever possible, contractors, parents and visitors should only attend by prior appointment. • There will be no waiting in the reception area due to the inability to social distance • Dividing screens have been placed in-between work areas where necessary; • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people.
Staff or pupil displaying signs of COVID-19 whilst in school	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation; • Staff who have assisted someone who has taken ill with COVID-19 symptoms 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 the symptoms themselves;

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			<ul style="list-style-type: none"> • Staff 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 not be permitted to remain in school. Their parent/carer etc 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 individual pupils' needs. If a member of staff sees that a student is displaying symptoms and he/she has a class, the staff member will ring the SLT member on duty that day to collect the pupil. • 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 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;
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment).
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the	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 tasks e.g. cleaning following a suspected contamination;

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	public		<ul style="list-style-type: none"> • PPE is sourced through the schools usual procurement routes; • If appropriate PPE cannot be obtained through the usual procurement routes the Headteacher will request support from the Local Resilience Forum via their Headteacher or Chair of Governors; • 'Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposable gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. • Staff are provided with information and instruction on the use and disposal of PPE including face masks.
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given to the reduced level of first aid provision on site; • Staff working in the school are kept informed of the first aid arrangements via a whiteboard in the entrance hall which is updated daily. There will be at least one first aider on site each day. • As a minimum an Appointed Person will be delegated to take charge in an emergency situation; • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • 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

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			2020, the HSE has announced a 3 month extension to the validity of all first aid certificates, including Paediatric First Aid.
Administering first aid during COVID19-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • 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 and fluid repellent surgical face masks; • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds;
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Staff are made aware of the current fire and lock-down 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 not blocked and kept unlocked and are available in the event of an emergency; • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage; • Nominated persons 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 e.g. areas of a building that may not have been checked; ○ to act as Fire Wardens, take out the register and emergency grab bag.

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			<p>In the event of a lock-down -</p> <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. <p>In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation;</p>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. 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 e.g.: <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 weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <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

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			<p>possible. If not possible, the school will put local controls in place e.g. 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.</p> <ul style="list-style-type: none"> Records of all testing and checks will be kept; Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
Contractors and visitors to site including deliveries	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Visitors to site are limited to essential persons only and wherever possible by appointment; 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; Contractors must obtain permission before attending site; 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 and the communication of procedures required by 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; Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people; A procedure is in place to sanitise touchscreen sign-in systems each time they are used; Contractors are encouraged to access site asbestos surveys on PAMS

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			<p>prior to a site visit;</p> <ul style="list-style-type: none"> • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following 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. 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 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; • Only key staff to take receipt of deliveries. Deliveries to be unboxed as soon as possible by key staff and packaging to be disposed immediately. • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of	<ul style="list-style-type: none"> • Staff 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

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		existing musculoskeletal injuries or health conditions	<p>they or any members of their household display symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or to reduce the number of persons in school at any one time. Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; • Staff working from home have undertaken DSE eLearning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk</p> <ul style="list-style-type: none"> • A Homeworker Checklist & Risk Assessment will be sent out to all staff working from home and staff will be asked to read through it. The document can be completed should the staff member wish to use it, to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Senior Leadership Team will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur, please see page 3 for contact details. • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing

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			<p>COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work;</p> <ul style="list-style-type: none"> • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page

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 (Name of school)

Signed:

Name:

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