



COVID 19 Procedure and Risk Assessment for Visitor's to Longridge High School

This Risk Assessment is for visitors to Longridge High School and outlines measures in place to mitigate the risk of catching Coronavirus and also cross contamination. It is the school's intention at this time to limit where possible visits to essential visits only. This, for example, may include supply teachers, key maintenance workers, health visitors, or those delivering important training. Appropriate visits will be reviewed on an individual basis.

All visitors should have an agreed / confirmed appointment with the school.

This is done by contacting the school office on 01772 782316 or by email to: admin@lhs.lancs.sch.uk

Risk Area	To mitigate risk
To apply social distancing	<ul style="list-style-type: none">• Reminder given to maintain social distance from all other people at all times – 2 metres apart.• No close contact• No direct close contact – face to face for any length of time, within 1 metre.• No extended close contact – within 1-2 metres of anyone for more than 15 minutes.
To apply track and trace measures	<ul style="list-style-type: none">• Visitors contact details supplied and stored for purposes of track and trace.
To maintain good hygiene and the use of PPE	<ul style="list-style-type: none">• Wash hands on arrival and exit• Use of sanitiser gel on arrival and exit.• Information that sufficient amounts of sanitiser/soap/clean water and paper towels are supplied in staff toilets.• Sanitiser gel is available in all rooms.• Visitors to bring their own mask or face covering and wear it in all communal areas and on the corridors (unless you have health reasons).• Visitors to cover their mouths and nose with a tissue or sleeve (not hands) when coughing or sneezing. Put tissues in an allocated bin straight away.
To maintain good ventilation	<ul style="list-style-type: none">• Meetings and any training to take place in large ventilated spaces which allows 2 metre social distancing.

How you can help us:

Limiting the spread of infection is everyone's responsibility.

You can help us to keep our school community safe by:

- Not entering the school if you are unwell / have any COVID-19 symptoms / have been in direct contact with anyone who has COVID-19 symptoms or who has tested positive, in line with Government guidance.
- Washing your hands frequently, with soap and water/use sanitiser.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people, and encouraging pupils to do the same.
- Respecting and supporting all of the safety measures that we have put in place.