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**COVID19 RISK ASSESSMENT**

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<b>Subject of Assessment:</b>	General use of premises with Covid19 risk – reoccupation		
<b>Task/Activity:</b>	The of the Shelton St premises by staff and students (see assumptions)		
<b>Assessor:</b>	London Film School	<b>Location of Assessment:</b>	The London Film School WC2H 9UB
<b>Who is at risk:</b>	Staff, Students, and visitors	<b>Other Vulnerable Groups:</b>	Identified clinically extremely vulnerable or vulnerable persons. Pregnant staff and students

**Assumptions:**

1. LFS Covid19 H&S Policy communicated – all staff and students will receive a formal induction prior to return to premises
2. Vulnerable groups will be excluded in line with UK Government/ NHS guidance
3. Health questionnaires will be completed pre-start and attendance of staff/students recorded for track and trace purposes
4. Staff will work from home where possible – attendance when taking classes only or where other activity approved in advance
5. Student attendance for booked classes/teaching sessions only – no casual or social use of premises
6. Attendance is significantly reduced from pre-lockdown/normal use to about 30% maximum occupancy
7. Maximum class sizes managed – by teaching location and scheduling
8. Remote teaching to be prioritised
9. Staggering of start times (working day) and classes to avoid pinch points at main doors and class changeover
10. Member of LFS staff in attendance within the premises at all times
11. No moving of props, set building equipment or construction materials within premises
12. Signage will be displayed throughout the premises to reinforce the controls identified
13. Default 2m social distancing will be adopted as a school standard, unless further risk assessment carried out for specific activity
14. For normal use of the premises there are no additional PPE requirements. Staff or students wishing to wear/use their own PPE can do so
15. Gloves must be removed on arrival to allow for handwashing
16. For visitors to London Film School see LFS Covid19 H&S Policy
17. As a general rule no visitors or guests are allowed within the premises without prior approval by a senior member of staff
18. Any contractor or maintenance work (other than emergency) will be completed out of hours

All Covid19 risk assessment remain dynamic documents and may be updated at short notice. Where updates require communication internally a Covid19 bulletin or formal update will be provided to all staff and students.

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Risk Rating Matrix (RR)	Likelihood (L)		
	Severity (S)	Certain or near certain to occur (High) (3)	Reasonably likely to occur (Medium) (2)
Fatality; major injury or illness causing long term disability (High) (3)	<b>HIGH (H) (9)</b>	<b>HIGH (H) (6)</b>	<b>MEDIUM (M) (3)</b>
Injury or illness causing short term disability (Medium) (2)	<b>HIGH (H) (6)</b>	<b>MEDIUM (M) (4)</b>	<b>LOW (L) (2)</b>
Other injury or illness (Low) (1)	<b>MEDIUM (M) (3)</b>	<b>LOW (L) (2)</b>	<b>LOW (L) (1)</b>

Ref	Hazards – Activity Area	Existing Controls	Likelihood (L)			Additional Controls	Risk Rating (RR)			Further Action Required?
			L	S	RR		L	S	RR	
1	Access to Shelton street – person to person transmission	<ul style="list-style-type: none"> <li>Keypad control</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Fob entry system replaces keypad</li> <li>Directed to new handwash area immediately on arrival – sanitiser use</li> <li>Handwashing rules reinforced with local signage throughout the premises</li> <li>2m social distancing reinforced with additional signage throughout the building</li> <li>Café area restricted (prevent congestion)</li> <li>staggering start times allows for reduce through flow at front door</li> <li>Increased cleaning of doors and frequent touch points</li> </ul> <p>(The main door will remain in use (push/pull) with frequent hand contact – justification is 'listed status' mitigation through immediate hand wash and sanitiser use)</p>	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	Risk Rating			Additional Controls	Risk Rating			Further Action Required?
			L	S	RR		L	S	RR	
2	Front lobby/ café meeting congregation areas - person to person transmission	<ul style="list-style-type: none"> <li>Limited by size, people are forced to move away from the lobby, when not going directly to class often congregate to café area</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Removed certain tables and seating areas immediately inside the café area to increase circulation space</li> <li>Controlled arrival times through scheduling to restrict congregating to entrance area</li> <li>Reduced occupancy (around 30%)</li> <li>Sanitiser points at entry, signage reinforces handwashing</li> <li>Kitchen area for hand washing and food storage only – no cooking facilities in use</li> <li>Student and staff instructed to move straight to class/teaching areas</li> <li>Increased cleaning of all entrance and café areas</li> </ul> (No 'social' spaces are provided in the premises)	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
3	Use of stairs whilst maintaining 2m distancing	<ul style="list-style-type: none"> <li>Assumption that people will wait for others to pass by and use landing area</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Significantly reduced occupancy reduces flow of persons and risk of congestion</li> <li>Teaching schedules managed to allow handover and clearance between classes</li> <li>Signposted to landing areas 'Do not congregate move directly to allocated class'</li> <li>Stairs are used on a 'keep left' basis (marked) with additional use of fire escape routes for exiting the building</li> <li>Increased cleaning of frequent contact points</li> </ul>	M	L	L	Yes
4	Use of the basement whilst maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Teaching programme controls numbers</li> <li>Cinema Booking arrangements</li> <li>Office and equipment rooms have limited use, typically teach staff</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Provided sanitiser point on entry to floor (stairs area), with additional to toilets</li> <li>New handwash areas provided for frequent handwashing</li> <li>Cinema area not used as teaching area, secured. Staff use for viewing only 2m maintained</li> <li>All office areas to single desk – or single occupant use at any time</li> <li>Fitted door guard to rear fire escape door and hold open (eliminate touch)</li> <li>Provide equipment cleaning/ handover table for student use in common area</li> </ul>	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
5	Use of first floor Studio A, reception and office areas - maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Stage booking arrangements</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Provided sanitiser point on entry to floor (stairs area) and to staff toilets</li> <li>Removed seating from reception lobby area</li> <li>Discouraged any reception use, students and staff with queries/questions to email to a reception box</li> <li>Reduced staff numbers with work at home and alternative teaching arrangements</li> <li>Office doors to remain open – changed office areas to single occupancy or added screens (206, Director’s Office, Head of Studies office) – restrict mezzanine use (limited access)</li> <li>Removed or secured excess furniture from stage A and set maximum numbers for use</li> <li>Label/ signpost frequent touch points (pillars/doors)</li> <li>Reinforced with signage staff only use of kitchen with one in – one out only</li> <li>Stage door to remain open</li> </ul>	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	Risk Rating			Additional Controls	Risk Rating			Further Action Required?
			L	S	RR		L	S	RR	
6	Second floor Camera and Stage B - maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Stage booking arrangements</li> <li>Limited office use in separate areas – rooms</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Provided a hand wash area (running water/ soap and drying) for frequent washing</li> <li>Office and workshop areas changed to single person use only – single occupancy</li> <li>Provide sanitiser point on entry to floor and entry to the Stage area</li> <li>Re-marked the one-way pedestrian route through Stage (floor markings) – pedestrian movement prioritised</li> <li>Stage door to remain open (frequent touch point)</li> <li>Established maximum numbers to use Stage area (scheduling and attendance to control)</li> <li>See separate production RA</li> <li>Provided a cleaning table to the main corridor for equipment handling/ handover</li> </ul>	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
7	Third floor Use of Production Design maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Room booking arrangements</li> </ul> (Note – only one way in and out with narrow corridor areas)	H	M	H	<ul style="list-style-type: none"> <li>Changed sink on entry to make into handwash area with additional sanitiser dispenser</li> <li>Not used as a teaching area due to size and access/ egress limitation (staff infirmed)</li> <li>Reviewed office space and restricted use (scheduling) maximum 2 persons</li> <li>Closed access to department (keypad) with sanitiser point for clean down prior to use</li> </ul>	L	L	L	No
8	Fourth floor Library and Studio C use maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Room booking arrangements</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Library staff alternative working arrangements - none attendance</li> <li>Moving all stored film into enclosed areas to prevent touch and handling (secured)</li> <li>Provided sanitiser points on entry to floor and entry to the Stage area</li> <li>Marked pedestrian route through Stage (floor markings)</li> <li>Removed/secured surplus furniture to storage (based on maximum numbers)</li> <li>Furniture is not to be rearranged by staff student (signposted)</li> </ul>	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
9	Fifth floor editing and Stage D maintaining 2m distancing – person to person transmission	<ul style="list-style-type: none"> <li>Single person editing room use (bookings)</li> <li>Stage typically secured with booking arrangements</li> </ul>	H	M	H	<ul style="list-style-type: none"> <li>Toilet area to provided for handwashing on the floor – additional sanitiser points fixed</li> <li>Marked fire lane for pedestrian movement – to keep unobstructed</li> <li>Closed stairs to editing rooms (chain and sign) for booked use only</li> <li>Established maximum teaching numbers for stag area (class scheduling)</li> <li>Staff offices to be single desk/person only (layout issues)</li> <li>Editing IT rooms fix doors open during day (door guards)</li> <li>IT have reorganised screens so 2m distancing (seated)</li> <li>Cleaning area established to allow for frequent cleaning of tables/desks and touch points</li> </ul>	M	L	L	Yes



Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
10	Provision of first aid within the premises - person to person transmission	<ul style="list-style-type: none"> <li>Trained first aiders deliver first aid only</li> <li>Default is to use NHS 111 service or 999 service in emergency</li> </ul>				<ul style="list-style-type: none"> <li>Additional first aider briefing locally (training additional staff)</li> <li>Staff or students that feel unwell whilst at school to be isolated in an office area</li> <li>Person being given first aid to wear surgical mask protection – first aider increased PPE as below</li> <li>First aider personal PPE issue to include surgical masks, visors, disposable gloves and sanitiser</li> <li>Following any first aid treatment quarantine area and arrange local cleaning after 48 hours</li> <li>See SJA guidance <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> </ul>				Yes
11	Use of projection rooms – frequent contact and hard to clean/sanitise equipment	<ul style="list-style-type: none"> <li>Restricted use</li> </ul>				<ul style="list-style-type: none"> <li>Restricted use to continue (secured areas)</li> <li>Access by projectionist only as authorised person</li> <li>Additions clean facilities provided for equipment and area cleaning (self help)</li> </ul>				Yes

Hazard Ref	Actions	Assigned to	Date Completed	L	S	RR
1	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the front door entry area</li> </ul>	Facilities Manager – Routine task	Ongoing			
2	<ul style="list-style-type: none"> <li>Staff and students to consume food and drink in office/teaching areas – NO CAFÉ communicated pre-attendance</li> </ul>	Chief Operating Officer				
3	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the stairs/ handrails and touch points</li> </ul>	Facilities Manager	Ongoing			
4	<ul style="list-style-type: none"> <li>Review use of all cinema areas– Seating plans required to allow 2m distancing</li> </ul>	Head of studies				
4	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the doors throughout</li> </ul>	Facilities Manager	Ongoing			
5	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the doors throughout and the structural pillars</li> </ul>	Facilities Manager	Ongoing			
6	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the doors throughout and the structural pillars</li> </ul>	Facilities Manager	Ongoing			
8	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the doors throughout and the structural pillars</li> </ul>	Facilities Manager	Ongoing			
9	<ul style="list-style-type: none"> <li>Provide frequent cleaning of the doors throughout and the structural pillars</li> </ul>	Facilities Manager	Ongoing			
10	<ul style="list-style-type: none"> <li>Review first aider attendance with revised teaching program to ensure appropriate cover</li> </ul>	Chief Operating Officer – Head of Studies				

**Assessment Notes:**

1. See department general risk assessments
2. Covid19 Educational settings - <https://www.gov.uk/coronavirus/education-and-childcare-19>

<b>Date of Assessment</b>	2 July 2020		
<b>Last Review date</b>	22 July 2020	<b>Next Review Date</b>	Ongoing

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