
COVID19 RISK ASSESSMENT

Subject of Assessment:	General use of premises with Covid19 risk – reoccupation		
Task/Activity:	The of the Long Acre premises by staff and students (see assumptions)		
Assessor:	London Film School	Location of Assessment:	The London Film School WC2H 9UB
Who is at risk:	Staff, Students & Visitors	Other Vulnerable Groups:	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. Signage will be displayed throughout the premises to reinforce the controls identified
12. Default 2m social distancing will be adopted as a school standard, unless further risk assessment
13. 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
14. Gloves must be removed on arrival to allow for handwashing
15. For visitors to London Film School see LFS Covid19 H&S Policy
16. As a general rule no visitors or guests are allowed within the premises without prior approval by a senior member of staff
17. 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.

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)	HIGH (H) (9)	HIGH (H) (6)	MEDIUM (M) (3)
Injury or illness causing short term disability (Medium) (2)	HIGH (H) (6)	MEDIUM (M) (4)	LOW (L) (2)
Other injury or illness (Low) (1)	MEDIUM (M) (3)	LOW (L) (2)	LOW (L) (1)

Ref	Hazards – Activity Area	Existing Controls	Likelihood (L)			Additional Controls	Severity (S)			Further Action Required?
			L	S	RR		L	S	RR	
1	Access to Long Acre – person to person transmission	<ul style="list-style-type: none"> Door entry control 	H	M	H	<ul style="list-style-type: none"> Fob entry system Directed to handwash area immediately on arrival – sanitiser use point provided at door (access and egress use) Handwashing rules reinforced with local signage throughout the premises 2m social distancing reinforced with additional signage throughout the building Cleaning materials point located to ground floor reception area (The main door will remain in use (push/pull) with frequent hand contact – justification is low attendance numbers and requirements to use immediate hand wash and sanitiser use) 	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
2	Front lobby, ground floor and entrance stairs - person to person transmission or surface contact	<ul style="list-style-type: none"> Limited by size, people move directly to office/ teaching areas Limited bike storage 	H	M	H	<ul style="list-style-type: none"> As above, with increased cleaning of frequent contact areas Signposted to entrance and landing areas 'Do not congregate move directly to office/ class area Scheduling to control attendance, staggered start times Daily housekeeping/facilities checks that cleaning points are maintained, and entrance not compromised 	M	L	L	Yes
4	Use of first floor open plan office areas - person to person transmission or surface contact	<ul style="list-style-type: none"> Staff use only (some student interaction) Large open plan area – window ventilation 	H	M	H	<ul style="list-style-type: none"> Restricted use (authorised staff only) Reduced attendance with priority given to home working Sanitiser point located to floor Additional cleaning materials provided for self-use surface cleaning Signage to desks informs that 'No opposing desks can be used' maintaining 2m distancing Windows will be opened to allow for increased ventilation and drying (Furniture not relocated as attendance will be low and staff only, adjacent desks not used) (Neighbouring premises fire escape transit route remains in place for life safety purposes) 	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
5	Use of second floor kitchen and teaching areas - person to person transmission or surface contact	<ul style="list-style-type: none"> Limited use, students only attend as schedules 	H	M	H	<ul style="list-style-type: none"> No social use Kitchen area will be signposted as one in/ one out, with additional materials for surface cleaning, self-help Teaching spaces to be signposted with maximum occupancy numbers – scheduling to control Furniture repositioned to allow open plan use; furniture not be used hazard taped – signed Do Not Use (reduces cleaning) 	M	L	L	Yes
6	Use of third floor offices and teaching areas - person to person transmission or surface contact	<ul style="list-style-type: none"> Limited use 	H	M	H	<ul style="list-style-type: none"> Restricted access signs to stairs – authorised persons only Offices secured with single occupancy use Sanitiser points provided to stairs Space furniture to teaching areas/meeting rooms stacked and hazard taped 	M	L	L	Yes
7	Use of toilet areas - person to person transmission or surface contact	<ul style="list-style-type: none"> Limited use due to occupancy levels 	H	M	H	<ul style="list-style-type: none"> One in/ one out adopted, signage to doors New occupied/unoccupied signs on door Sanitiser spray provided to toilet areas for self-cleaning contact areas Signage encourages hand wash pre-use and post-use. 	M	L	L	Yes

Ref	Hazards – Activity Area	Existing Controls	L	S	RR	Additional Controls	L	S	RR	Further Action Required?
8	Provision of first aid within the premises - person to person transmission	<ul style="list-style-type: none"> Trained first aiders deliver first aid only Default is to use NHS 111 service or 999 service in emergency 				<ul style="list-style-type: none"> Additional first aider briefing locally – first aiders may be called from Shelton Street Staff or students that feel unwell whilst at school to be isolated in an office area Person being given first aid to wear surgical mask protection – first aider increased PPE as below First aider personal PPE issue to include surgical masks, visors, disposable gloves and sanitiser Following any first aid treatment quarantine area and arrange local cleaning after 48 hours See SJA guidance https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ 				Yes

Hazard Ref	Actions	Assigned to	Date Completed	L	S	RR
	<ul style="list-style-type: none"> Arrangements for frequent cleaning of touch points to be put in place 	Facilities Manager	Ongoing			

Assessment Notes:

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

Date of Assessment	2 July 2020
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Last Review date	6 July 2020	Next Review Date	Ongoing
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