



# London Film School

## Health and Safety Covid19

Approved By Name:	Position:	Date:	Next Review Date:
Dan Lawson	COO	22/07/20	

For amendments please see the final page

This document is not intended to give scientific advice or guidance. This only sets out London Film School arrangements to manage Covid19 on the reoccupation of the school premises allowing the delivery of our academic programmes and the continuation of the school's business activities.

Advice is generally available in the public domain regarding coronavirus, its effects on the human population and the science supporting this. This is dynamic information, which is changing on a daily basis and as such is not referred to in this policy.

UK Government advice takes precedence and will be our primary source of information, supporting decisions to ensure compliance with the Management of Health and Safety at Work Regulations 1999 and the Health Protection (Coronavirus, Restrictions) Regulations 2020 as amended.

## Statement of Responsibilities

### **The Board of Governors:**

The Board of Governors will approve all necessary steps to ensure appropriate arrangements are in place for the safe reoccupation of London Film School premises, following the Covid19 school closure.

In doing so they will ensure suitable and sufficient risk assessments are prioritised and steps taken to ensure both student and staff safety. Our priority will be to ensure the standards set out in guidance issued by the UK Government and NHS England are met<sup>1</sup>.

Any policy relating to Covid19, including Health and Safety and HR arrangements that affect staff and students will be approved at Board level.

### **Director and Chief Executive Officer:**

The Director and Chief Executive Officer will appoint appropriate support for the Chief Operating Officer and Head of Studies, ensuring competent advice is available in preparing the school premises for reoccupation and ensuring appropriate controls are in place to ensure our teaching, production and business activities are carried out safely.

The Director and Chief Executive Officer will also ensure, based on Human Resources (HR) advice and guidance from our Health and Safety Advisors that additional measures are taken where necessary to identify and ensure the safety of known shielding, clinically vulnerable or clinically extremely vulnerable persons.

### **Chief Operating Officer:**

The Chief Operating Officer supported by the Facilities Manager will ensure the school premises are safe for reoccupation at the agreed date.

---

<sup>1</sup> <https://www.gov.uk/coronavirus>

Appropriate risk assessments will be prepared based on competent advice and guidance issued by the Health and Safety Executive<sup>2</sup>. They will ensure that when formal opening takes place this is accompanied by a phased return, with a continued focus on working at home and the delivery of on-line teaching and student support.

Premises risk assessments will include the control arrangements for teaching departments, where there is a premises implication, such as sharing and using offices, maintenance and loan of equipment and moving materials around the building.

The controls in premises risk assessments will be fully adopted prior to re-opening. The Chief Operating Officer will advise a safe opening date once controls are fully in place.

The Chief Operating Officer will ensure a premises induction is prepared and communicated to **all staff and students** prior to formally opening the building.

#### **Head of Studies:**

The Head of Studies in liaison with Heads of Department will ensure appropriate risk assessments are in place for all production activities and other teaching, both on and off site.

Appropriate risk assessments will be prepared based on competent advice and guidance issued by the Health and Safety Executive<sup>3</sup>. They will ensure that where initial productions take place these are necessary to meet academic outcomes and that any teaching or social contact between staff and students is subject to appropriate control, adopting the hierarchy of control as the Management of Health and Safety at Work Regulations.

Production risk assessments will be supported by activity specific safe systems of work, these will form a Covid19 specific teaching resource for London Film School.

The controls in production risk assessments will be fully adopted prior to both on and off-site productions. The Head of Studies will advise a safe re-start date once controls are fully in place and due-diligence checks are completed on any external venues.

The Head of Studies will ensure a teaching staff and student induction is prepared and communicated formally to **all teaching staff and students** prior the return to classroom teaching or production activities.

#### **Facilities Manager:**

The Facilities Manager will lead on the implementation of change to the LFS buildings, to meet the requirements for ongoing use and provide a safe place of study and work.

Changes to the buildings and infrastructure will be delivered as an outcome of the risk assessment, with justification as appropriate to ensure all reasonable measures are in place.

Appropriate guidance will be sought, and reference made to the standard controls set out in the Working Safely During Coronavirus guidance issued by the UK Government<sup>4</sup>

---

<sup>2</sup> <https://www.hse.gov.uk/coronavirus/index.htm>

<sup>3</sup> <https://www.hse.gov.uk/coronavirus/index.htm>

<sup>4</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

### **Heads of Department:**

Heads of Department will ensure through staff induction and briefing that the controls set out in risk assessments fully understood and met.

Separate guidance will be issued by the Head of Studies on production safety during the Covid19 pandemic. This guidance will be in the form of safe operating procedures, supporting departmental and production risk assessments. This will be based on guidance issued by the UK Government, with a focus on the specific controls required for close contact production activities that cannot be avoided.

### **Students:**

A separate briefing note on returning to LFS studies will be provided to all students, along with the advice and guidance on Moodle.

Both staff and students are reminded that it is not the school's general intention to repeat guidance available for the general population in the United Kingdom. As such all persons involved in London Film School activities, should be aware of the Covid19 information published by the National Health Service (NHS)<sup>5</sup>.

### **1. Risk assessment**

To help us decide on what actions to take in protecting both LFS employees, our students and others during the current pandemic, we have completed a number of Covid19 Risk Assessments, following the same process as other health and safety hazards.

In completing these assessments, we have consulted widely, reviewing both industry guidance, guidance available from the Health and Safety Executive the 'Working Safely During COVID-19' Guides published by HM Government in May 2020 and then subsequently updated.

Based on this guidance we have taken a number of sensible and proportionate measures to protect those that may be affected, through hazard elimination and risk control. It is our intention to review and update these risk assessments on a regular basis and report appropriately.

Where more detailed controls are required in our production activities, we will ensure safe systems of work are documented, communicated and used effectively in our teaching practice. These will form work instructions for both staff and students and support our production risk assessment activities.

---

<sup>5</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## 2. Communication and consultation

We will continue to consult with BECTU and other Employee Representatives as part of our risk assessment process. Our HR Team and managers have been in regular contact with staff and students and a number of updates are provided.

We continue to consult with the Student Union and have taken significant steps to ensure students are fully engaged in this process. Student updates are maintained on Moodle at <https://moodle.lfs.org.uk/course/view.php?id=802>

To facilitate appropriate communications, we have established a dedicated email address that can be used by students and staff, who wish to raise specific Covid19 health and safety concerns. These queries will be consolidated into an LFS Covid19 Q&A section on Moodle, this can be located at: <https://moodle.lfs.org.uk/course/view.php?id=802>

Updates will be issued by London Film School on a regular basis for staff and student information. Where an update to policy or significant risk assessment changes take place, Heads of Department will arrange for formal briefing.

## 3. Travel to and from LFS

In seeking to reduce workplace and in school risk to the lowest reasonably practicable, we have included in our preventative measure's arrangements for students and staff to study and work from home.

***Travel to and from the London Film School premises should only be made when necessary and pre-arranged.*** When necessary would only include agreed attendance to allow work or study within our premises. To facilitate safe travel school opening times have changed and arrangements for access and egress have altered.

***You MUST NOT attend the school unless your visit is approved in advance, otherwise you may not be allowed access.***

Staff and students are directed to the TfL guides at <https://tfl.gov.uk/campaign/coronavirus-covid-> and should make their own travel arrangements accordingly.

Our buildings as Shelton Street and Long Acre have limited capacity for storage of bikes. Whilst we would encourage staff and students to cycle or walk to work where practicable, there are no new or additional arrangements for bike storage within the premises. If you wish to store a bike, you are advised to refer to the Westminster City Council Website at <https://www.westminster.gov.uk/find-cycle-parking> .

## 4. Premises use

Risk assessments have identified a number of changes required to our premises both at Shelton Street and Long Acre. As a priority we have limited the number of persons allowed within these buildings and the specific areas used by staff and students. This is to allow for safe distancing. In line with UK Government advice we have adopted a 2-metre social distancing standard. Where Government advice refers to 1 metre plus, the London Film School controls will be based on seeking 2m social distancing.

All staff and students through induction arrangements are reminded of the need to reduce hand to face contact, breaking the chain of transmission and helping ensure their own safety.

Significant building impact will include:

#### *4.1 Access and movement around the buildings:*

The pavement externally to both premises will have indicated 2m gaps to allow for social distancing, as other buildings and workplaces. Both staff and students should ensure their own safety, prior to entry. The entrance is a crowded area controlled by Westminster City Council, as such reasonable steps have been taken to avoid congested entry, but staff and students will also need to ensure their own safety in this public space.

Where possible staff and student attendance will be staggered to assist our social distancing arrangements.

Entrance arrangements will remain as previous. LFS is currently investigating a fob entry system, however staff and students will be required to use the door to gain access.

Immediately on entry to Shelton Street there are new hand wash facilities, those persons using Long Acre are directed to hand washing and access to sanitiser points. Accordingly, the risk of infection through transmission is considered low.

In both buildings a priority is given to using existing handwashing facilities or additional hand wash points where established. Sanitiser is available in common use areas. Both staff and students are required to adopt safe distancing in line with UK Government advice in these areas, advice on hand washing is posted.

The stairs within Shelton Street are now marked with a priority keep left access, all staff and students should give way to others moving in the alternative direction. The fire escape stairs can also be used for moving around the building. Within Long Acre use of the stairs is not considered a significant risk, so long as staff and students give way to others.

Our priority is as UK Government Advice to ensure social distancing. With reduced occupancy, these controls will allow for sensible compliance.

Both staff and students are required to move to their place of work or study and not gather socially within the premises at this time.

#### *4.2 Cinema:*

Cinema areas are currently not in normal use as social distancing cannot be maintained and seating does not allow safe access and egress. Teaching staff may use these areas for viewing, however only on a single person access basis. Cinema areas may be locked and will be signposted as closed. This will be reviewed following the UK Government published advice.

#### 4.3 Stages:

Stages areas throughout Shelton Street will have fire lanes marked and these will form part of the pedestrian routes around the building. Where stage areas are used for teaching or production activities these will be subject to separate risk assessments and controls to ensure as a priority social distancing is maintained.

At no time will stage or other teaching space used be allowed to compromise the safe movement of people around our buildings.

#### 4.4 Reception:

Changes have been made to the reception area at Shelton Street to increase space, allowing for transit and reduce the potential for people to congregate and compromise social distancing.

**Staff and students should telephone reception if contact is required.** Casual enquires through reception will not be allowed.

We are actively discouraging any casual visitors to the school at this time. Any contractors or trade work will be carried out, outside normal hours, under the direction of the Facilities Manager.

Any visitors to the school should be booked through members of the senior management team or staff members ensuring reception staff are informed. **A host must be available to meet and chaperone visitors at all times, meeting them externally, before entry to our buildings.**

#### 4.5 Library:

Routine contact with the Library staff should be made by email, there are no drop-in library facilities available in the school at this time.

#### 4.6 Production Design Department:

**Access to the Production Design department at Shelton Street is restricted to staff only, due to narrow stairs and limited circulation space, this will be indicated through displayed signage.**

Production design teaching activities within the LFS premises will be covered by separate risk assessment completed under the guidance of the Head of Studies. The Coronavirus control arrangements applicable to the general premises apply, with any increased or additional risk, where identified through risk assessment, subject to additional controls where social distancing or reduced infection through surface contact, cannot be maintained.

Stages B & D will be used for teaching practice and separate production risk assessments will be provided.

#### 4.7 Sound Department:

***The office areas, workshops and storage areas are for use by staff only***, unless teaching activities are taking place and appropriate risk assessments have been carried out.

A central cleaning table will be provided for both equipment and area cleaning.

Any collection and handover of equipment will be pre-arranged with the department, to ensure infection control. Where equipment is loaned to students for shoots, this will be cleaned before handover, no physical handover will take place and a collection point will be provided.

On return of equipment thorough cleaning at the handover point must take place. Equipment may be stored for up to 48hrs prior to re-issue.

As with other areas of risk assessment, PPE will only be required where other safe controls cannot be adopted, and use is justified.

#### 4.8 Camera Department:

***The office areas, workshops and storage areas are for use by staff only***, unless teaching activities are taking place and appropriate risk assessments have been carried out. A central cleaning table will be provided for both equipment and area cleaning.

Any collection and handover of equipment will be pre-arranged with the department, to ensure infection control. Where equipment is loaned to students for shoots, this will be cleaned before handover, no physical handover will take place and a collection point will be provided.

On return of equipment thorough cleaning at the handover point must take place. Equipment may be stored for up to 48hrs prior to re-issue.

As with other areas of risk assessment, PPE will only be required where other safe controls cannot be adopted, and use is justified.

#### 4.9 Editing Department:

***The office areas, editing rooms, IT rooms and storage areas are for use by staff only***, unless teaching activities are taking place and appropriate risk assessments have been carried out. A central cleaning table will be provided for both equipment and area cleaning.

As with other areas of risk assessment, PPE will only be required where other safe controls cannot be adopted, and use is justified.

### 5. Improved hygiene arrangements

We have taken a number of measures to improve hygiene arrangement throughout the school. Staff and students will appreciate that the school is located in an older building. The changes to improve hygiene have therefore impacted on other facilities available. Improved hygiene arrangements include:



#### Shelton Street:

- *New hand was areas:* These facilities are available in the following locations:
  - *Basement: next to water cooler*
  - *Ground Floor: cafeteria kitchen area*
  - *Second Floor: reception area next to staff kitchen*
  - *Third Floor: Camera Department adjacent to WC*
  - *Fourth Floor: Production Design window alcove area*
  - *Fifth Floor: main lobby area*
- *Sanitiser points:* These facilities are available in the following locations:
  - *Basement: next to water cooler*
  - *Ground Floor: main entrance lobby, and cafeteria area*
  - *Second Floor: reception area next to main reception*
  - *Fourth Floor: Library (lobby area), and Production Design (at top of entrance stairs)*
  - *Fifth Floor: main lobby area*

#### Long Acre:

- *Sanitiser points:* These facilities are available in the following locations:
  - *First Floor: stairway leading to office access door*
  - *Second Floor: stairway leading to kitchen/workshops space door*
  - *Third Floor: lobby area outside Writers' Room*

## 6. Health monitoring and wellbeing

Human Resources and teaching staff have been in regular contact with both staff and students since the school's closure based on UK Government advice. The health and wellbeing of staff and students remains an LFS priority, both now and during the reopening of the school premises and our teaching activities.

A key factor in the safe return to school use will be continued health monitoring, this will be primarily based on health questionnaires, regular contact, checking on health and wellbeing status and may involve some precautionary temperature checking.

Staff will be required to complete and return health questionnaires to LFS within 7 days prior to return to work, these will be treated as confidential in line with our HR procedures.

All students will be required to complete and return health questionnaires to LFS within 7 days prior to return to study these will be treated as confidential in line with our academic registry procedures.

Additional questionnaires will be used for off-site productions and productions involving non-LFS personnel.

## 7. Enhanced cleaning

A key factor in our response to Covid19 has been to increase the frequency of cleaning throughout the school, both within Shelton Street and Long Acre. A dedicated cleaner is now available in school buildings throughout the day as part of the Facilities Team.

We will ensure that hand contact areas are cleaned and disinfected in both buildings at the start of every day, at regular intervals throughout the day and after the school is closed. A cleaning schedule and checklist are maintained by the Facilities Team.

Additionally, we have established a 'cleaning point' on each floor, with access to additional cleaning materials for use within the school only.

***We are reliant on students and staff helping maintain hygiene standards in all areas. Any requests for enhanced cleaning should be made directly to the Facilities Manager.***

## **8. Use of PPE**

There are no significant requirements for additional PPE to be used within our buildings. School attendance is reduced to a level where safe distancing can be managed and maintained.

Staff are required to move directly to their working area on arrival at the school premises. These will be working 'bubbles' it is our intention to restrict close contact between working teams where possible.

Some additional PPE provision is set out in our Production and Teaching Risk Assessments. This PPE and PPE provided to the Facilities Team will be provided by LFS free of charge.

***Staff and students wishing to wear their own PPE (face masks, visors and gloves), for their own protection can do so.***

All staff and students are reminded through induction that the wearing of gloves and masks is not effective if hand to face contact takes place and a chain of infection occurs. This policy is based on a statutory hierarchy of controls, with the aim of avoided PPE use through hazard elimination and control of risks.

Good hand to face hygiene information is posted within our buildings.

## **9. Catering, café and welfare areas**

To facilitate improved handwashing arrangements and allow safe access into and around the premises, the café arrangements at Shelton Street have changed.

There is only limited seating within the café, this is to ensure safe distancing arrangements are maintained. Additional refrigeration is provided to allow staff and students to store food and we have relaxed rules regarding eating within other areas of the building.

Kitchen areas within Long Acre and the staff kitchen at Shelton Street remain in use, with strict controls and a one in/ one out arrangement.

Additional closed bins are provided throughout the building and we rely on staff and students ensuring good housekeeping in all areas.

These arrangements are under constant review. At this time, we encourage staff and students to come to school prepared with food and drink for their work or study day.

## 10. Accidents, ill health and first aid arrangements

Our accident arrangements remain as existing health and safety policy. All accidents or incidents within the school premises or during school activities must be reported to a Term Tutor and to reception staff by email as a priority.

Any accident that causes premises damage should be notified to the Facilities Team without delay.

Accidents or incidents resulting in first aid treatment should be notified immediately to a member of staff. First aiders will attend and provide both support for self-treatment, or emergency first aid with enhanced infection control measures.

A separate First Aid procedure is provided to our First Aiders and displayed within the premises.

If staff, students or others feel unwell whilst they are at school, they are required to self-isolate within the building and tell others, ideally by telephone. They should wear a mask to prevent any viral spread and are reminded of the Covid19 indicators:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms<sup>6</sup>.

Assistance will be provided by LFS staff and where necessary calls made to the 999 service in an emergency or the 111 service for appropriate triage. Arrangements will be made where necessary by LFS for return home.

## 11. Visitors and contractors

Visitors and contractors will not be allowed to enter LFS premises unless by prior arrangements.

Contractors will only be given access to carryout priority work. This work will be coordinated by the Facilities Manager and will in all circumstances, unless an emergency, be carried out outside of normal school opening hours. All contractor work will be subject to pre-approved risk assessment and risk assessments must include the contractors Covid19 control arrangements.

As policy we are discouraging any visitors to the premises, recommending meetings via

---

<sup>6</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

telephone or video conferencing such as Zoom, Skype or MS Teams.

Where visits are essential and there is no reasonable alternative, these must be approved in advance by a senior member of staff, with at least 48 hours' notice.

**Record of amendments**

No:	Date:	Amendment Detail	Authorised By:	Implement Date"