

LAL Language Centres Risk Assessment Form



LAL Language Centres	Department: General	Further assessments required:	Persons involved in or affected by the task:	Special Groups: (Where individual assessments will be required)
Risk Assessed: COVID-19		Fire <input type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Young Persons <input checked="" type="checkbox"/>
Risk Assessor: Vicki Lyall		COSHH <input type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Nursing and Expectant Mothers <input type="checkbox"/>
Date Assessed: 11/03/2021		Manual Handling <input type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Disabled <input type="checkbox"/>
		Display Screen Equipment <input type="checkbox"/>	Members of the public <input checked="" type="checkbox"/>	Non-English speaking students <input checked="" type="checkbox"/>
		Young Persons <input type="checkbox"/>		
		Nursing and Expectant Mothers <input type="checkbox"/>		

Hazards Identified	Potential Outcome	Current Control Measures in Place	Potential Outcome	X	Likelihood	=	Rating
COVID 19 virus transmission in the school and/or during school time off-site	Students or staff to contract the virus in our schools or during off-site activities either by human or contaminated surfaces contact	<ul style="list-style-type: none"> LAL staff and students to be made aware of the Covid-19 procedures and reminded to remain vigilant and continue to reinforce hygiene factors. LAL is following up-to-date advice issued from all government agencies and the World Health Organisation. LAL advise staff, visitors, students and providers to: <ol style="list-style-type: none"> Avoid touching your eyes, nose and mouth. Put used tissues in the bin immediately. Wash hands often with soap and hot water for at least 20 seconds if visibly dirty and after going to the bathroom, before eating and after blowing your nose. 	8	X	3	=	24

		<p>d) In the absence of soap and water, use hand sanitiser and alcohol-based (at least 60%) gel soap.</p> <p>e) Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.</p> <p>f) Wear facemasks inside</p> <p>g) Keep to current social distancing regulations (displayed around the school)</p> <p>h) Maximum room capacities are adhered to</p> <p>i) Allow for their temperature to be taken and recorded upon entry each day</p> <p>j) Shared materials e.g.: stationery to be limited and advised against</p> <p>k) Not to cough into the hand - crook of the arm or a disposable tissue</p> <ul style="list-style-type: none"> • Social distancing measures are in place as per the government guidelines <ul style="list-style-type: none"> a) Reduced numbers in classrooms to ensure 2 metre distance can be kept b) Common areas all have a maximum room capacity clearly displayed on the doors c) Seating in the student lounges taped off to ensure 2 metre space between them d) Screens put up in reception e) One set of doors to be used as the entrance and one for the exit, and, where possible, paths and corridors to be one way f) No after school clubs to run g) No leisure programme to run 	8	X	3	=	24
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		<p>h) Any staff meetings or by video conferencing, to be held in larger rooms so social distancing can be maintained</p> <ul style="list-style-type: none"> • Staff to be responsible for and maintain the hygiene of our schools by: <ul style="list-style-type: none"> a) Regularly cleaning surfaces with antibacterial wipes or similar (including entry bells, vending machines, photocopiers, keyboards, door handles, stair rails, water coolers and any frequently used items). b) Ensuring that new items that come into schools and residences are sanitised. If it is impossible to sanitise, the object should remain untouched for 72 hours as it takes up to 72 hours for viruses to die off on surfaces. c) Appointed staff signing and completing a daily checklist once cleaning routines has been carried out. • Visitors into the building to be restricted <ul style="list-style-type: none"> a) Visits to be conducted online where possible b) Where not possible, this should be scheduled after lesson hours to reduce the number of people who come into contact with the visitor c) Anyone visiting the school to complete a visitor e-form, prior to arrival, disclosing any contact they have had with the virus and where they have been for the last 14 days d) For deliveries it will be insisted that masks are worn if entering the building • Staff to be tested regularly • Masks to be worn at all times 	8	x	3	=	24
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		<ul style="list-style-type: none">• Gloves to be worn when cleaning• Hand sanitiser available at entrances and other communal areas• Bubbles created per class to limit the amount of people students/staff are in contact with• Classroom and office windows to be kept open as much as possible• LAL's Covid-19 procedure to be followed in case of any symptoms• Students and staff advised to inform staff/line manager of any symptoms they develop and self-isolate immediately					
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<p>COVID 19 virus transmission in accommodation</p>	<p>Students or staff to contract the virus in our accommodation, either homestay or Twenty9, either by human or contaminated surfaces contact</p>	<ul style="list-style-type: none"> • Risk assessments, including COVID-19 procedures to be included in individual homestay visit process • Students to send a copy of their negative Covid-19 test in advance, taken a maximum of three days before travelling • Hosts in high risk groups not to be used until they have had the vaccine or social distancing ends • One student per homestay unless they are travelling with a member of their own household or bubble until social distancing ends • Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly <ul style="list-style-type: none"> • LAL's Covid-19 procedure to be followed in case of any symptoms • Homestays to advise the school immediately of COVID-19 symptom(s) in their household • Social distancing to be maintained in Twenty9 with a rota implemented for access to the kitchen at meal times • Communal areas to be cleaned regularly throughout the day • Hand sanitiser to be available in all communal areas 	<p>8</p>	<p>x</p>	<p>3</p>	<p>=</p>	<p>24</p>
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<p>COVID 19 virus transmission in the wider community</p>	<p>Students or staff to contract the virus outside of the school/work environment either by human or contaminated surfaces contact</p>	<ul style="list-style-type: none"> • Staff and students to be advised to maintain social distancing when outside of the school environment • Students offered information about which shops/supermarkets/buses etc. are busiest, so they can avoid them. • Students allocated as close to the school as possible to avoid the use of public transport • Staff and students to download the NHS app to check-in to locations and to allow track and trace to be as accurate as possible • LAL's Covid-19 procedure to be followed in case of any symptoms • Students and staff advised to info staff/line manager of any symptoms they develop and self-isolate immediately 	<p>8</p>	<p>x</p>	<p>4</p>	<p>=</p>	<p>32</p>
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Critical systems	Health & safety risk Fire Legionnaires Disease	<ul style="list-style-type: none"> • Prior to reopening, the condition of: <ul style="list-style-type: none"> • plumbing and water • electricity/electrical systems • alarm systems • call points, fire alarms, fire extinguishers • ventilation and air conditioning systems • waste and recycling systems • IT systems • other critical infrastructure <p>will be checked to make sure they meet health and safety standards.</p> <ul style="list-style-type: none"> • Kitchens will be deep cleaned and any out-of-date food will be discarded. • Fire safety systems will be checked prior to reopening, • Fire extinguishers will be checked to ensure they are in date. Where the inspection date has been exceeded, they will be inspected prior to reopening. • While the site is idle, waste will not be allowed to accumulate, in order to reduce the risk of arson and vandalism. • Fire extinguishers will not be used to prop open doors • Fire doors will not be propped open 	7	x	2	=	14
Homestay inspections		<ul style="list-style-type: none"> • For existing hosts, checks will be conducted online • For any new hosts, a mixture of online and face-to-face visits would be necessary, with social distancing and hygiene protocols in place • Prospective hosts will be informed ahead of a visit that a 2m distance should be kept as much as possible within the confines of their home • Prospective hosts should leave all internal doors open • The face to face aspect of the inspection will be limited to no more than 15 minutes. 	5	x	2	=	10

Potential Outcome					Likelihood given precautions in place					Risk Rating Table		
10	8	5	3	1	10	8	5	2	1	High 50-100	Medium 20-49	Low 1-19
Fatality	Severe injury	Lost time injury	Minor Injury	No Injury	Certain/imminent	Very Likely	Likely	Unlikely	Remote			

Action required (note any temporary action/control measures required)	Action Review Date	Completed by (Name and signature)
<p>LAL Management is required to ensure that it stays up-to-date with all government restrictions and recommendations in regards to COVID-19.</p> <p>LAL Management requires all staff to have received the correct information and training about COVID-19.</p> <p>LAL Management is required to give all students and accompanying leaders a briefing on LAL's COVID-19 procedure.</p> <p>Considering that English is the second language of our students, staff will ensure that members of staff check for understanding when explaining safety measures.</p> <p>All LAL staff to read and understand LAL's Covid-19 Procedure</p>	17/052021	

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Assessment Review Date (maximum annually): 17/05/2021

New risk assessment required: 17/05/2021

Completed by (Name): Vicki Lyall

Signature: Vicki Lyall

Position: General Manager LAL Torbay