

COVID-19 Risk Assessment

School Name: Landau-Forte College - LFE	Decide who may be harmed (insert ✓):					
	Students		Contractors		Visitors	✓
Department / Location (if applicable)	Staff	✓	Vulnerable People		Volunteers	

Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L
Spread of COVID-19	H	<p>Hand washing - facilities with soap and hot water in place. Paper towels/hand dyers are provided for drying of hands. The venue to promote the government hand washing guidance (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands). Gel sanitisers are provided in any area where washing facilities are not readily available.</p> <p>Staff are reminded of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus.</p> <p>Posters, leaflets and other materials are displayed prominently. (These are available from https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19).</p> <p>Each club, organisation, school, group etc to provide risk assessments detailing safety measures and adherence to government guidelines.</p> <p>Check sporting bodies guidance to ensure users are permitted to play/part take in such activities - Where the governing body has not provided guidance, we will not be able to hire the facilities for that purpose</p> <p>Payment to be made via BACS or card, cash should be avoided where possible, if it is taken thorough hand washing/sanitizing should be undertaken.</p> <p>Rooms/spaces allocated should be spread out to reduce the volume of people in any particular area</p> <p>Equipment to be moved where needed to allow social distancing/ if this isn't possible equipment may to marked 'out of order' to prevent use.</p>	✓	<p>Extra Hand Sanitizing stations are available at selected spots around the college.</p> <p>To be refilled daily</p>	L

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Spread of COVID-19 – Continued	H	<p>Maximum capacities to be implemented per space/room/court/pitch. Capacities should be adhered to, users should also stay within the allocated space.</p> <p>Exercise or dance studios to have temporary floor markings to help users stay distanced during classes/sessions</p> <p>Changing rooms to be closed for all users (except those using the pool). Users should therefore arrive in sportswear. Showers not permitted for any users.</p> <p>Covid 19 cleaning schedules to be implanted and followed. Such schedules to be monitored and reviewed regularly.</p> <p>All bookings to be made prior to arrival via a timed booking system, walk in bookings will not be permitted</p> <p>Rented spaces will be ventilated by leaving doors and windows open where possible to create air flow. Door guards to be used here possible.</p> <p>Users/Bookings will be cancelled if guidelines and Covid procedures are not followed</p> <p>Air conditioning – <i>(Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers)</i></p> <p>Temperature checks</p>			L

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Cleanliness	H	<p>A member of the LFE team to be scheduled to carry out hot spot cleaning prior and post booking slots, along with public areas and toilets.</p> <p>Rigorous checks are carried out by the site team to ensure that the necessary procedures are being followed. Covid 19 cleaning schedules to be implanted and followed. Such schedules to be monitored and reviewed regularly.</p> <p>Cleaning stations to be in rooms that accommodate bookings for a longer period of time to ensure regular cleaning and hand sanitizing.</p> <p>Bookers to provide their own equipment, the college will no longer provide any sporting equipment.</p>	✓		L
Social Distancing	H	<p>The number of persons attending the premises on any given day is reduced to enable compliance with the 1-metre plus, recommended by the Public Health Agency (https://www.publichealth.hscni.net/news/covid-19-coronavirus & https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people).</p> <p>Rented spaces redesigned to allow social distancing to be in place</p> <p>Maximum capacities to be assigned to each rentable space to allow social distancing – Including teachers, instructors, carers, assistants etc</p> <p>Ensuring a changeover time between bookings to minimise contact between people</p> <p>Toilets to be allocated to particular rooms/areas. These will be clearly displayed on each set of toilets.</p> <p>One way systems to be implemented, with separate entry's and exits where possible</p> <p>First aid provision – all first aiders to wear full PPE if giving first aid. Training on using PPE will be given.</p>	✓		L

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Social Distancing - Continued	H	<p>Where possible spectators should not be on site so that the volume of people remains at a minimum. Chaperones should also be limited and may have to wait outside the venue.</p> <p>Users should bring their own supply of cleaning materials and PPE equipment so that guidelines can be adhered to.</p> <p>Bookers to arrive no earlier than 10 minutes prior to agreed hired time and to leave immediately once finished. Social gathers after each session will not be permitted or encouraged</p> <p>Changing rooms to be closed for all users (except those using the pool). Users should therefore arrive in sportswear. Showers are not permitted for any user</p> <p>Users/Bookings will be cancelled if guidelines and Covid procedures are not followed</p> <p>Social distancing signs to be clearly displayed at internal bars/café/tuck shops. Where needed floor marks to also be used.</p> <p>Sanitiser to be available next to vending machines – such machines to be incorporated into cleaning schedules</p>			L
Contraction of COVID-19 by Touch	H	<p>Staff where needed should wear PPE – Training will be provided</p> <p>Where Risk Assessment identifies wearing of gloves is a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p>	✓		L

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People Display COVID-19 Symptoms	M	<p>If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.</p> <p>Users and bookers notified not to attend site if they are showing any Covid 19 symptoms</p> <p>LFE staff notified not to attend site if they are showing any Covid 19 symptoms</p> <p>SLT to be notified immediately of any confirmed cases of Covid 19 from any external users</p> <p><i>Close the classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes, then all areas accessed are isolated for 72 hours. Cleaning is completed after 72 hours and before reoccupation of the classroom.</i></p> <p>External groups who have access to the building are notified of any school closure/situation.</p> <p>If advised that a member of staff or of the public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the Public Health Authority are contacted to discuss the case, identify people who have been in contact with them and to ensure appropriate actions or precautions are taken (https://www.publichealth.hscni.net).</p> <p>Track and Trace – Bookers are expected to provide a full register of people attending their sessions/classes. Failure to do so will result in the session not being able to continue or said individuals asked to leave the site. All records to be secured safely on site and then then shredded confidentially after 21 days.</p>	✓		L

Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and/or impact of injury and/or damage. Initial assessment has been undertaken. Complete the residual assessment based on your control measures/findings/additional actions, etc.

Other Hazards Identified	Additional Control Measures to be Put in Place
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards, record the additional control measures you are going to put in place to mitigate these below:</i>
Date of Assessment:	Carried out by:
	Signature:

Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					