COVID19: Re-opening Risk Assessment and Action Plan for LSI Portsmouth/ IH Portsmouth

LAST REVIEWED: 4th September 2020

RISK ASSESSMENT CARRIED OUT BY: Belle Dowber-Hawkins, Director of Operations

Purpose of this document:

This COVID19: Risk Assessment and Action Plan sets out potential risks within our facilities and provisions and the required control measures to be put in place to prepare for the reopening of LSI /IH Portsmouth. This risk assessment aims to ensure we can continue to operate in the safest way possible, for our staff, students, visitors and the local community. This risk assessment is not exhaustive and will be reviewed on an ongoing basis in line with the ever evolving guidelines and information provided by the UK Government, as well as Student and Staff feedback

Our existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safety and Security Policy
- First Aid Policy
- Fire Safety Policy
- Etc...

This document is divided into the several sections, with the first part of the document focusing on control measures that have been implemented prior to the school opening and the second half focusing on the ongoing control measures put in place to ensure the school is as safe as possible.

Risk Assessment Sections

Preparing Buildings and Facilities

Premises and Layout

Staffing

Cleaning, Waste Disposal & Hygiene

First Aid

Processes

Accommodation

Student Services

Preparing Buildings and Facilities

This section focuses on ensuring all aspects of the building and facilities are reviewed and appropriate control measures are put in place *prior* to the school reopening.

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	What still needs to be done/ ongoing?	
Critical Systems	Virus transmission Health & safety risk Fire Legionnaires Disease	Staff Students Visitors Group Leaders	Premises and utilities have been health and safety checked and building is compliant. *Check with local authorities/ government guidance here* ● Water treatments ● PAT testing ● Fridges and freezers ● Boiler/ heating servicing ● Internet services ● Fire alarm testing ● Repairs ● Grass cutting ● Any other statutory inspections ● Any other critical systems ● Insurance covers reopening arrangements		

Kitchen	Virus transmission		- Staff kitchen has been deep cleaned. - All food has been discarded and fridges have been deep cleaned. - New rules have been put in place regarding the usage of the staff kitchen; only two people in staff at once, no sharing of cutlery/ plates/ mugs etc...		
Ventilation	Virus Transmission		- Ventilation systems have been assessed prior to reopening to ensure sufficient ventilation - Only classrooms with sufficient ventilation, will be used - Windows will be kept open during school hours to aid ventilation - Doors will be propped open, where possible - nb: doors cannot be propped open if it contravenes fire safety regulations		
Fire Evacuation Plans	Virus Transmission		Evacuation routes are confirmed, and signage accurately reflects these (e.g. in the event of a fire/ evacuation, the priority is getting out of the building calmly and safely regardless of social distancing.) Consideration given to PEEP/ Buddy System – buddies are assigned or reassigned according to available persons.		

			Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		
			- fire marshals have been reassigned due to contracted workforce - Buddy System has been reviewed and updated - Social distancing should be implemented at the fire assembly point.	This all needs to be communicated to relevant staff members/ fire marshals	

Premises and Layout

This section focuses on how revising the premises and layout of the building can help mitigate the risk of virus transmission by ensuring adequate social distancing measures can be maintained once the school reopens.

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	**What still needs to be done/ ongoing?**	
Entrances, exits and foot traffic	Virus transmission	Staff Students Visitors Group Leaders	Arrival / departure times for classes have been staggered to reduce crowding in and out		

			- Lunch times/break times have also been staggered to reduce contact between students within the school - Signage on the floor directing a one way system around the school - Two automatically dispensing hand sanitiser installed at entrance		
Lifts and Stairways	Virus transmission	Staff Students Visitors Group Leaders	- Only 2 students to use lift each time. Signs outside lifts indicating this - To go up to classroom, students can use the lift – from ground floor only - Hand sanitiser provided on each floor (ground floor to level 6) for the operation of lifts but students encouraged to use stairs - When planning classes, lower floor classrooms to be used over higher floor classrooms to minimise lift usage. - Only one stairway within the building so separate stairwells (one up, one down), not possible. However, brief, transitory contact, such as passing in a corridor, is considered low risk. - Everyone must keep left on stairs and not stop, talk or use mobile phones. Signs up in stairwells reminding students to keep moving at all times, no phones to be used in stairwells, and that to 'keep right'		

			● Tape on the floor to ensure students/ staff/ visitors 'keep' to the correct side		
Classrooms	Virus transmission	Staff Students Visitors Group Leaders	● Desks laid out at least 1 metre apart (or 2m wherever possible) ● Seats – either one seat per desk or one seat on the end and another as normal (1 metre distance minimum) ● Hand sanitiser available for students to use as they enter the classroom ● Cleaning station on each desk ● All unnecessary furniture removed from classrooms to allow for extra space ● Each desk to be assigned to a specific student (put name on desk) ● Signs put on entrance to each classroom reminding students of these measures ● Ventilation is good, keep windows open when possible – but fans must NOT be used if windows are closed (blows virus about)		
Office arrangements and layout	Virus transmission	Staff Students Visitors Group Leaders	● All office spaces have been assessed and reviewed to ensure staff can safely practicing social distancing at all times ● No hot desking permitted (currently LSI Portsmouth does not have a Hot Desk Policy and staff are assigned their own personal desks/ offices) ● Hand sanitiser readily available in offices and in the conference room		

			• Staff encouraged not to share office equipment and to label their own equipment (e.g. staplers, calculators, pens etc…) • Staff encouraged to continue to use online meeting tools to avoid face-to-face meetings. • Face-to-face meetings to take place in well ventilated areas whilst maintaining social distancing at all times		

Teachers' Rooms Layout	Virus transmission	Staff
		Students
		Visitors
		Group Leaders
			• Where possible, teachers should use only one allocated staff room
			   o GE and exams teachers – 3rd floor teaching room
			   o Exec and 1:1 teachers – 304
			   o PSE teachers – 103
			• All staff rooms stocked with materials relevant to their teaching; also computers and stationery required
			• Sanitisation stations set up in teachers' rooms and teachers expected to spray and wipe down high-contact items (keyboards, mice, stationery, guillotines etc) to be sprayed and wiped down after use. Posters made to remind teachers they need to be wiping down any shared equipment before and after use.
			• Teachers asked as far as possible to mimimise photocopier use, and teachers to always wear gloves when using them, and wipe them down after each use (gloves supplied by LSI)		

			● Staff tables are all facing outwards on the perimeter of the room; several tables have been removed to allow for much more space; signage put up everywhere, staff allocated one desk (no hot desking permitted); every other desk not in use to allow for social distancing between staff members		
Reception and Admissions Layout	Virus Transmission	Students Staff Visitors Group Leaders	● Only one member of staff in the Reception Area at any one time. Admissions office to be used as a "second reception area" as the room is larger and allows for more socially distanced interaction. ● Reception desk moved back in order to allow more space in the reception area ● Filing cabinets have been rearranged to allow for more space behind the reception desk to avoid cramming ● Admissions office rearranged; only two offices spaces instead of three (currently only two members of staff work in the Admissions Office so the third desk/ office space is redundant) ● Hand sanitisers available in reception ● Signage put up reminding staff/ students/ visitors of the measures we have in place ● Social Distancing tape on the floor indicates where students should stand in order to adhere to 2m rule		
Accounts Office	Virus Transmission	Students Staff Visitors	● Contactless payment is preferred		

		Group Leaders	• poster put up with QR code which allows students to pay via FlyWire (both international and domestic payments set up) • Only one member of staff in accounts • Only one student allowed in accounts at a time • Accounts office rearranged to ensure 2m is adhered to when taking student payments • Windows to be kept open, when possible, to aid good ventilation		
Self-Access & computer room	Virus Transmission	Students Staff Visitors Group Leaders	• Sanitation station set up in the computer room • All computers in the computer room spaced at least 1m apart (every other computer designated as not in use) • Signage put up – 'please spray and wipe down keyboard and mouse before and after use'. • Self-access supervisor to wear gloves during shift • Self-Access supervisor to spray and wipe down cabinets after use • Returned books/ materials to be kept separate from other items for 72 hours before being replaced on the correct shelf by Self-Access supervisor • Central tables in Study Centre have been removed in order to allow for more space in the Study Centre to ensure social distancing is adhered to		
Student Lounge	Virus Transmission	Students Staff	• Seating and tables in the dining section of the student lounge wll be reconfigured to		

		Visitors Group Leaders	maintain appropriate spacing and to reduce face to face interaction. ● Piano not in use ● Table tennis and pool not in use. ● Offices in student lounge are currently out of action ● Netflix to be on the tele running as alternative hands-free entertainment - signage indicated that channel must be changed by student services team to minimise virus transmission via handling the remote control		

Staffing

This section focuses on how we can protect our staff.

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	What still needs to be done/ ongoing?	
Staffing			● Prior to opening, a review of staffing will take place, to identify any staff in the 'shielding' category - they will not be able to work on site. ● A workforce analysis has been done in order to work out the minimum level of staff needed to deliver our provision.	identify any staff who maybe able to host students as a last resort - complete	

				necessary paperwork	
			● Some staff will continue to work from home and where possible encouraged for staff who can ● Staff who are showing covid-19 symptoms must not come to work ● where staff have been furloughed (or working from home for a long time), they will be given clear advice on all virus control measures prior to returning to LSI. ● Staff who may be able to host students (at last resort) - inspections, background checks and references should be in place prior to allocation ● 'single points of failure' are identified and relevant training provided to other staff members in order to provide a 'back-up'		

Cleaning, Waste Disposal & Hygiene

After reviewing our existing site cleaning arrangements, this area focuses on the development and implementation of new cleaning and waste disposal protocols that will reduce the risk of transmission of Covid-19 through contact with contaminated surfaces.

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	What still needs to be done/ ongoing?	
Cleaning (general)	Virus Transmission	Students Staff Visitors	● A deep clean of the premises took place the week prior to opening (w/c 04/09/20)		

		Group Leaders	• Additional cleaning training was provided to the Building Manager, Deputy Building Manager and cleaning team on 4th September 2020 Cleaning regime is reviewed and enhanced - new cleaning regime is put in place in line with guidance provided by your UK Government Reviewed cleaning regime focuses on: • Frequent cleaning of contact points: keyboards, mouse, light switches, door handles, banisters/ handrails, desks, tables, chairs, whiteboards, smart boards, shared teaching resources, photocopiers etc… • Ensure stockpiling of necessary cleaning and hygiene products e.g. antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls • Tissue bins emptied throughout the day. • Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. • Capacity of cleaning staff is adequate to enable an enhanced cleaning regime.		
Cleaning (in cases of symptomatic individuals)	Virus Transmission	Students Staff Visitors Group Leaders	• covid-19 specific training was provided to the Building Manager, Deputy Building Manager and cleaning team on 4th September 2020 by an external training company		

			Control Measures and Action Required		
			- Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected - Surfaces/ contact points which symptomatic individuals have been in contact with will be cleaned and disinfected - Areas where symptomatic individuals have passed through will be cleaned - In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area - Consider implementing a waiting period before the affected area is reopened for access - If an area has been heavily contaminated with bodily fluids, cleaning staff will use appropriate PPE (for the eyes, mouth and nose, as well as wearing gloves and an apron)		

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First Aid

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	What still needs to be	

Theme		Who may be at risk?	Control Measures and Action Required		done/ ongoing?	
First Aid		Students Staff Visitors Group Leaders	● Considering our workforce is reduced, we've ensured adequate first aid cover is arranged and scheduled for additional first aid training to be undertaken ● In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK ● Building Manager checked first aid kits are adequately stocked prior to reopening, including single use thermometers for symptomatic individuals		**Student Services Officer to attend First Aid Training**	**End of october 2020**

Processes

This area focuses on the various processes and procedures involved within our provision, and the ways in which we can manage the risks by ensuring each process and procedure has been carefully reviewed in order to minimise the risk of virus transmission

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	**What still needs to be**	

				done/ ongoing?	
Deliveries and Collection	Virus Transmission	Students Staff Visitors Group Leaders	● Times will be scheduled for the collection of goods (during break/ lunch times to avoid unnecessary social contact) ● Contact will be minimised during exchange of documentation ● Recipient of goods to wipe down delivery with disinfectant wipes, if appropriate, before passing onto relevant staff members.		
Monday Morning inductions, Testings and Tutorials	Virus Transmission	Students Staff Visitors Group Leaders	● A review of induction procedures was undertaken by key staff. Arriving students to head straight up to the student lounge to avoid crowding in the reception area. ● We ask for photos of passports to be sent digitally pre arrival ● Tests to take place in the student lounge to minimise contact across multiple locations ● Testing tables spaced out at 2m apart ● Key information delivered via an induction video rather than a face-to-face presentation ● students asked to put on mask during tour of premises, as everyone is asked to wear a mask in public spaces ● Students given covid-19 measures document on arrival within their welcome pack to remind them of protocols (pre-arrival documents also sent out outlining protocols)		

Teaching	Virus Transmission	Students Staff Visitors Group Leaders	- Students will sit on their own table, and will not sit opposite each other, even for group or pair work - Students and teachers may wear face masks if they want but it is not compulsory (providing they are within their own bubble) - Class sizes reduced to accommodate extra space (will be reviewed regularly) - No sharing of books or anything else – everything to be brought from home except handouts - Gloves for teachers especially if using handouts - Pair work and group work - keep in the same pairs / groups. - Social distancing guidelines will be included on pair work/ group work – these will be demonstrated and concept checked - No singing or drilling - Clear classroom guidance on posters outside each classroom - Teachers sent out covid-19 teaching guidance prior to opening outlining safety protocols and new rules		
Taking Payments	Virus Transmission	Students Staff Visitors Group Leaders	Students are encouraged to avoid cash transactions. Flywire is the preferred method for transactions. Accounts office will only be open to take payments on Mondays and Thursdays		

Accommodation

This section focuses on how we can ensure the accommodation we provide our students is as safe as possible, for all those living in each type of accommodation we provide?

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			Control Measures	**What still needs to be done/ ongoing?**	
Accommodation –Homestay			- Consider housing students within the same "bubbles". If students are not within the same bubble then only one student per household - No sharing options permitted - Host families who are considered "high risk" have been identified and we will not place students with them - Accommodation Manager has liaised with families to ensure they will adhere to all government guidelines on social distancing - Host families will ensure communal areas are maintained to a high degree of cleanliness - If you need to quarantine on your arrival to the UK/ at any point during your stay, host		

			families will provide support and help with food and other items that you need.		
Accommodation – Self-Catering Residence			- Signage placed up around the residence outlining rules and protocols that students must follow - Additional cleaning and sanitisation supplies provided to the students - Deep clean between students - A self-managed rota system will be in place for kitchen use. - If you need to quarantine on your arrival to the UK/ at any point during your stay, we (LSI Portsmouth) will provide support and help with food and other items that you may need.		
Conducting Inspections			- For existing hosts, checks can be conducted online (via Zoom) - fFor new hosts, social distancing and hygiene protocols must be adhered to; masks to be worn; 2 metres distance should be kepy, inspection to take no longer than 15 mins, ask the host to leave internal doors open in order to minimise contact during visit		

Student Services

This section focuses on the individual areas of the students services umbrella, and what control measures can be put in place in order to reduce the risk of virus transmission in each of the areas.

Theme	What is the risk?	Who may be at risk?	Control Measures and Action Required		By when?
			(What is already done/ being done?)	What still needs to be done/ ongoing?	
Social Programme – activities	Virus transmission	Students staff	● Online social programme activities will continue to be available and students will be encouraged to participate. ● Where possible, activities to be conducted on school property, eg. the Cafe or in a classroom/student lounge as much as possible. ● Ensure any external activities are either in well ventilated, outdoor places (with face masks) or reserved for the group to avoid contact with the public. ● Any activities that involve using equipment (eg. sports) must be closely monitored that frequent touch points (for example, bats and racquets) are sanitized before and after use and not shared between participants.	● Separate/stagger PSE and GE social programmes to avoid "bubble conflict"	
Social Programme - Excursion	Virus transmission	Students staff	● A reduced excursion schedule will be available ● Avoid use of public transport, where possible hire a private coach/minivan for excursions ● Students should sit in their "bubbles" - for example, no GE and PSE students		

			sitting together on the transport/at lunch spots. ● Students will be advised to bring a facemask which must be worn on all forms of transportation and inside any attractions such as museums etc. ● Minimise long distance excursions to a bi-weekly basis, on the other weeks provide an activity based in the area.		
Welfare	Virus transmission	Students staff	● Continue to provide welfare support to students. Appointments can now be made via email, whatsapp or other digital means. ● Where possible, appointments should be conducted via Zoom. ● If not possible, socially distanced meetings can occur in a well ventilated classroom. ● New welfare posters should be made to outline how to contact and book appointments digitally ● This should be explained thoroughly during induction.	● Support to staff should now be available. Before returning to work, suggest that a Welfare Officer conducts a short training and open forum style meeting with staff members to let them know what parameters are in place and what services are available to help them too.	
Transfers	Virus transmission	Students staff	● Request that taxis have screens in them ● Ensure company knows to keep vehicle well ventilated ● Ensure company is regularly cleaning vehicles		

			- Ensure company adheres to social distancing parameters. - No shared transferred are available, unless you are arriving with another student and you both request to have a transfer together		