

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"/> COSHH <input type="checkbox"/> Manual Handling <input type="checkbox"/> Display Screen Equipment <input type="checkbox"/> Young Persons <input type="checkbox"/> Nursing and Expectant Mothers <input type="checkbox"/>	Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Members of the public <input checked="" type="checkbox"/>	Young Persons <input checked="" type="checkbox"/> Nursing and Expectant Mothers <input type="checkbox"/> Disabled <input type="checkbox"/> Non-English speaking students <input checked="" type="checkbox"/>
Risk Assessor: Vicki Lyall				
Date Assessed: 24/02/2022				

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) Where possible wear a face covering in communal areas</p> <p>g) Maximum room capacities are adhered to</p> <p>h) Shared materials e.g.: stationery to be limited and advised against</p> <p>i) Not to cough into the hand - crook of the arm or a disposable tissue</p>	8	X	3	=	24
		<ul style="list-style-type: none"> • Social distancing measures are in place <p>a) Reduced numbers in classrooms to ensure students are not too close to each other</p> <p>b) 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</p> <p>c) No after school clubs to run</p> <p>d) Limited leisure programme to run and kept outside as much as possible</p> 					

		<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: <p>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).</p> <ul style="list-style-type: none"> Visitors into the building to be restricted <p>a) This should be scheduled after lesson hours to reduce the number of people who come into contact with the visitor</p> <p>b) For deliveries it will be asked that masks are worn if entering the building</p> Staff to be tested regularly Masks to be worn where possible <ul style="list-style-type: none"> 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 	8	x	3	=	24
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COVID 19 virus transmission in accommodation	Students or staff to contract the virus in our accommodation, either by human or contaminated surfaces contact	<ul style="list-style-type: none">• Risk assessments, including COVID-19 procedures to be included in individual homestay visit process• Hosts in high risk groups not to be used until they have had the vaccine or 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	8	x	3	=	24
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COVID 19 virus transmission in the wider community	Students or staff to contract the virus outside of the school/work environment either by human or contaminated surfaces contact	<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 • 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 	8	x	4	=	32
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Homestay inspections		<ul style="list-style-type: none">• For existing hosts, checks will be conducted• 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 High 50-100 Medium 20-49 Low 1-19
10	8	5	3	1	10	8	5	2	1	
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>	01/07/2022	

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

Assessment Review Date (maximum annually): 01/07/2022

New risk assessment required: 01/07/2022

Completed by (Name): Vicki Lyall

Signature: Vicki Lyall

Position: General Manager LAL Torbay