



Company name: English Language House

Assessment carried out by: T Giannakouri

Date of next review:

Date assessment was carried out:

25th April 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Transmission of Covid via: use of communal spaces lift, lift buttons, doors, WCs, banisters,</p> <p>use of Elh spaces: doors, desks, chairs, shared books, handouts, pens, board pens etc</p>	<p>Staff Students Visitors</p>	<p>Wear masks, Posters to encourage good personal hygiene + social distancing + use of marks in building and in our classrooms Enlarge teaching rooms Reduce student no in each room Use less chairs per room and distance chairs from each other. Ventilate room - open windows (& if cold open windows during break times) Have had sanitisers in each room & encourage students</p>	<p>Ensure staff, students, potential f2f clients know how we will work to reduce the spread of covid at work.</p> <p>Ask all to complete Covid location & health declaration form before they enter the building for the first time.</p> <p>Discourage “walk-ins” when the office is open and place posters inside from desk entrance & en route to our rooms asking visitors to “preBook” before they come to see us. See in person visitors by appointment or meet visitors in virtual office via zoom, whatsapp, facetime</p>	<p>Teachers, Students, All staff Visitors</p>	<p>Pre opening of f2f lessons and throughout until Dec 2021.</p> <p>We aim to review this risk assessment in Dec 2021 but also, earlier, if significant changes occur which make this necessary</p>	<p>Done</p>

		tyo bring their own also. Use digital teaching materials and email handouts to students or share via padlet or googledrive				
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- identify what work activity or situations might cause transmission of coronavirus (COVID-19)
- think about who could be at risk – this could include workers, visitors, contractors and delivery drivers
- decide how likely it is that someone could be exposed
- identify the controls needed to reduce the risk

If you have fewer than five employees you don't have to write anything down, but it might help if you do. Find out more about managing risk and risk assessment.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/