

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19) – Schools **Operational Guidance Used with Existing Risk Assessments & Current Government **Advice****

We have used the **advice** issued by the UK Government about **COVID-19 operational guidance for Schools**. Some information is taken from previous risk assessments also. During the process we also consulted our staff members to be able to create robust measures to protect everyone from Coronavirus.

PART 1 : ADMINISTRATIVE DETAILS				
Section/Establishment Name: Harrow Independent College				
Date of Assessment	31.10.21	Date of Issue	03.11.21	
Assessment carried out by	Kandiah Kandeepan Anishga Selvaranjan Ritu Tripathy	Signature		

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
03.11.21	Ritu Tripathy	03.11.21	Few edits /additions by AS and RT	

Affected persons:	Young People/Clients	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Others (specify)
Name of Person confirming and agreeing Assessment:	Ritu Tripathy								
Signature:									

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

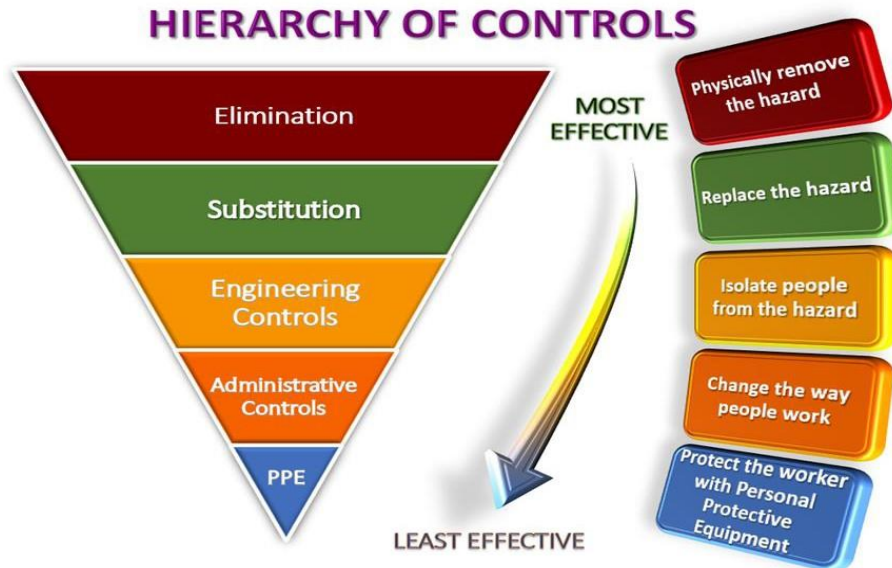
Print Name	Read and Understood	Date	Print Name	Read and Understood	Date
Kandiah Kandeepan (KK)					
Ritu Tripathy (RT)					
Dr Prakash Shan (PS)					
Dr Moumita Ganguly (MG)					
Sivarupan Sivapatham					
Maneesha Sharma					
Fernanda Miucci					
Valavan Ananthakumaraswamy					
Anishga Selvaranjan (AS)					
Ramesh Arumugam					

Preparation Steps

This Coronavirus (COVID-19) Operational guidance sets out a framework to working safely during COVID-19. Risk Assessment sets out a risk control framework for you to adapt to your school/setting following an overarching principle to reduce the number of contacts between children and staff.

When completing your risk assessment, you should always use the risk assessment hierarchy of controls principal (below) to guide you.

It is important to remember that the smaller you can get the groups 'bubbles' whilst delivering a broad and balanced curriculum, the more effective your management of cross infection will be, and this will prove evident in the event of a confirmed COVID-19 case.



Engage with the Senior Leadership Team to Complete H&S Checks and the full opening Risk Assessment	Share Full Opening Plans with the Staff	Complete Identified Actions
Determine staff available to Work On-site	Make Necessary Adaptations to Site	Inform Parents of Full Opening Plans and Expectations
Liaise with Parents regarding intentions for Full Opening	Determine remote learning and contingency plan arrangements	Follow the latest Government Guidance

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Contingency planning for local Coronavirus COVID-19 outbreak	Where a class, group or small number of students need to self-isolate, or there is a local lockdown requiring students to remain at home, the college has the capacity to offer immediate remote education.	✓	KK RT AS		KK RT AS	At any point of time as needed
	<p>In developing contingency plans the college has considered:</p> <ul style="list-style-type: none"> • All students have access to appropriate technology. • Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the curriculum expectations • Giving access to high quality remote education resources • Selecting online tools that will be consistently used across the college in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • Providing printed resources for students who so not have suitable online access • Recognising that students with SEND may not be able to access remote education without adult support. 	✓	KK RT AS			At any point of time as needed
	<p>When teaching students remotely, the college will:</p> <ul style="list-style-type: none"> • Set assignments for meaningful and ambitious work each day in a number of different subjects • Teach a planned and well-sequenced curriculum • Provide frequent, clear explanations of new content, delivered by a teacher in college or through high quality resource or videos. • Set a clear expectation on how regularly teachers will check work • Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments • Plan a programme that is of equivalent length to the core teaching students would receive in school, ideally including daily contact with teachers. <p>Encourage all staff members and students are vaccinated.</p>	✓	KK RT AS KK RT AS			At any point of time as needed

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff, students or visitors develop symptoms of coronavirus (COVID-19) on site	If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to book a test .	✓	RT KK AS	<ul style="list-style-type: none"> Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Refresher training on INSET 	RT KK AS	At any point of time as needed
	Students with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the students' needs.	✓	RT KK AS			At any point of time as needed
	To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).	✓	RT KK AS			At any point of time as needed
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be executed. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).	✓	RT KK AS			Upcoming staff meeting in January 2022
	Staff are aware of the locations for PPE.	✓	RT KK AS			At any point of time as needed
	Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should take a test).	✓	RT Any other staff and teach			At any point of time as needed

<p>Encourage staff and students to take LFT tests twice weekly. One test to be done at the college and one at home. Results of all LFT tests to be recorded on the https://www.gov.uk/log-test-site-covid19-results (Site ID HDGD).</p>	<p>✓</p>	<p>hers</p>	<ul style="list-style-type: none"> ➤ To make sure students are testing at college on a regular basis, Subject Matter Experts (SME) are appointed for each grade to ensure tests are taken and reported appropriately. ➤ Results of Tests taken at home are sent to the college email and thereafter it is logged on to the NHS portal. ➤ In order to spread awareness on regular testing posters are displayed around the college, and emails are sent out to parents regarding the importance of regular testing and any updates on college COVID-19 procedures. ➤ College COVID-19 procedures are also made available on the official website of the college. 	<p>RT KK AS</p>	<p>Mar 2021 onwards</p>
<p>Parents informed of their child developments and asked to collect immediately (staff are also informed).</p>	<p>✓</p>	<p>RT KK AS</p>		<p>At any point of time as needed</p>	
<p>In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.</p>	<p>✓</p>	<p>RT KK AS</p>		<p>At any point of time as needed</p>	

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<p><i>(Continued)</i></p> <p>Staff, students or visitors develop symptoms of coronavirus (COVID-19) on site</p>	The college will inform the relevant staff/parents to follow the Stay at home guidance .	✓	KK RT AS			At any point of time as needed
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask.	✓	KK RT AS			At any point of time as needed
	Staff and the Principal/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	KK RT AS			At any point of time as needed
	Enhanced cleaning is undertaken in the classrooms, office and any other room(s) used by the person with symptoms of coronavirus (COVID-19).	✓	KK RT AS			At any point of time as needed
	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.	✓	KK RT AS			At any point of time as needed
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to college only if they do not have symptoms other than cough or loss of sense of smell/taste (<i>This is because a cough or anosmia can last for several weeks once the infection has gone</i>).	✓	KK RT AS	<p>➤ Note; Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	KK RT AS	At any point of time as needed
	The 10-day isolation period includes the day symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.	✓	KK RT AS			At any point of time as needed

Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.

✓	KK RT AS			At any point of time as needed
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<p><i>(Continued)</i></p> <p>Confirmed staff or pupil Covid-19 case</p>	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.	✓	RT KK AS			At any point of time as needed
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	✓	RT KK AS			At any point of time as needed
	Sufficient and suitable equipment is available for the required cleaning.	✓	RT KK AS			At any point of time as needed
	When the college becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team <i>(this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school)</i> – as identified by NHS Test and Trace.	✓	RT KK AS			At any point of time as needed

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Risk from different ways of virus spread through inside the college	<p>Aerosols and droplets transmission Aerosols and droplets transmission takes place when there is close contact specially in congested areas.</p> <p>Aerosols Transmission: Takes place in poorly ventilated areas. At HIC all classrooms and lunch area are made sure its appropriately ventilated by means of windows or using ventilation settings.</p> <p>Droplet Transmission: In order to prevent droplet transmission students and staff are requested to maintain distance and are encouraged to wear face masks in close crowded settings.</p>	✓	RT KK AS			At any point of time as needed
	<p>Surface transmission In order to mitigate surface transmission, hand sanitisation stations are placed at the entrance (reception), doorways, next to bathroom facilities and around the college. Staff, students and visitors are advised to sanitise their hands once entering the building and before leaving.</p> <p>Hand washing facility is available inside the college. Staff and students are encouraged to frequently wash their hands.</p>	✓	RT KK AS			At any point of time as needed

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Risks from activities other than usual college days	<p>The activities that place out of regular college activities are exams, Parent-Teacher Meetings (PTMs), Field Trips. All these activities are made sure they happen according to latest COVID-19 guidelines, minimising the risk of virus spread.</p> <ul style="list-style-type: none"> • Examinations: Exam candidates are requested to send their Lateral Flow Test Results to the college and successfully register it online before they sit for the exam. They are encouraged to follow the usual COVID-19 procedure of the college (Sanitising hands, etc). Exams take place following the latest COVID-19 guidelines. Candidates seating arrangements are places maintaining social distancing. • Indoor Events (PTMs and Assemblies): All members of the meeting are requested to follows COVID-19 guidelines. Space in which the events occur are adequately ventilated. • Outdoor Events/External Visits (Field trips): During Field Trips, all students and staff are advised to maintain social distancing and avoid congestions. They are encouraged to carry hand sanitisers and keep regularly sanitising their hands. During an external event, if any participant develops symptoms of coronavirus (COVID-19), they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to book a test. • Practical Lab Sessions – During practical lab sessions, students and staff are advised to take necessary precautions and follow COVID-19 guidelines. Necessary PPE like eye protection, long sleeve coats and gloves are to be worn by everyone including teacher. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>RT KK AS</p> <p>RT KK AS</p> <p>RT KK AS and teacher respon sible for the Field Trip</p> <p>MG PS KK</p>			<p>At any point of time as needed</p> <p>At any point of time as needed</p> <p>At any point of time as needed</p> <p>At any point of time as needed</p>

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Possible times of crowd /congestion inside the college	<p>The scenarios where there is a chance of crowd/congestion inside the college is,</p> <ul style="list-style-type: none"> • Lunch time in the auditorium • Debates and PSHE sessions in the auditorium • Other extra curriculum events, quizzes, conferences, meetings, etc. • CPAC Sessions in the Science Lab <p>Both the Auditorium and Science lab are spacious enough to accommodate 8-10 persons at a time, without being congested. Face masks are to be worn by everyone and sanitisation of hands while entering and leaving from the room is mandatory.</p> <p>At the reception, if there are more than three visitors visiting at any point of time, the receptionist will ensure that-</p> <ul style="list-style-type: none"> • they are advised to maintain social distancing; • they are advised to wear face masks; • Sanitisation of hands for all visitors while entering and exiting the college is mandatory; • they can leave as soon as their purpose of visit is taken care off 	✓	RT KK AS			At any point of time as needed
		✓	RT KK AS			At any point of time as needed