

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

We have used the guidance issued by the UK Government about full opening of 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 Corona Virus.

PART 1 : ADMINISTRATIVE DETAILS															
Section/Establishment Name: Harrow Independent College				Reviews											
Date of Assessment	20.05.20	Date of Issue	20.05.20	Review Date	Reviewed by										
Assessment carried out by	Kandiah Kandeepan	Signature													
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Affected persons:</td> <td style="width: 15%;">Young People/Clients</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 15%;">Staff</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 15%;">Visitors</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 15%;">Contractor</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 15%;">Others (specify)</td> </tr> </table>						Affected persons:	Young People/Clients	X	Staff	X	Visitors	X	Contractor	X	Others (specify)
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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	Signature	Date	Print Name	Signature	Date

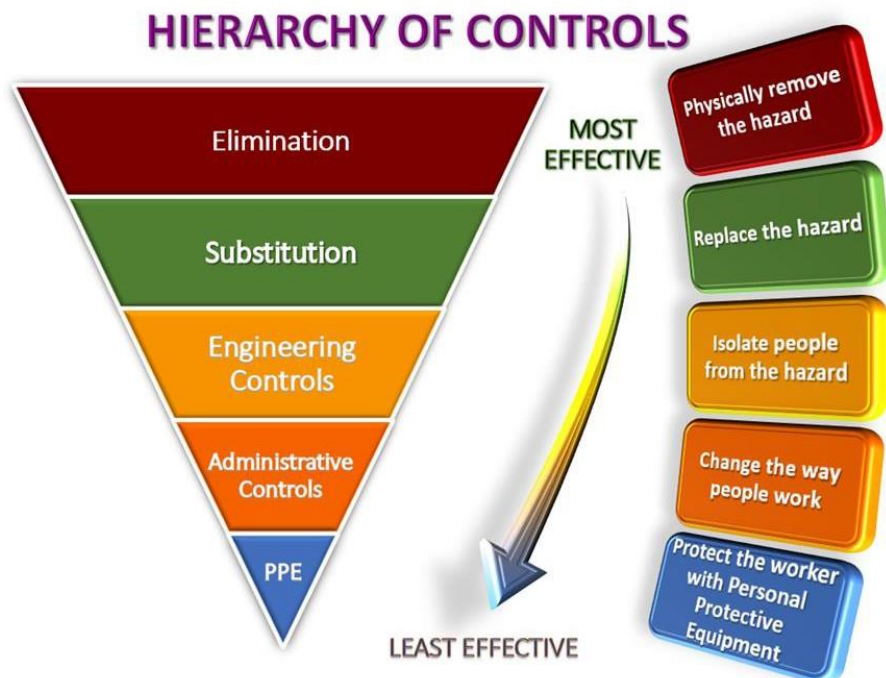
## Preparation Steps for Full Opening

This Coronavirus (COVID-19) Full Opening (September 2020) 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 pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the college has the capacity to offer immediate remote education.	✓	KK RT		KK RT	May 2020
	<p>In developing contingency plans the college has considered:</p> <ul style="list-style-type: none"> <li>• All students have access to appropriate technology.</li> <li>• Using a curriculum sequence that allows access to high-quality online and offline resources and teaching videos linked to the curriculum expectations</li> <li>• Giving access to high quality remote education resources</li> <li>• 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</li> <li>• Providing printed resources for pupils who so not have suitable online access</li> <li>• Recognising that pupils with SEND may not be able to access remote education without adult support.</li> </ul>	✓	KK RT		KK RT	May 2020
	<p>When teaching pupils remotely, the college will:</p> <ul style="list-style-type: none"> <li>• Set assignments for meaningful and ambitious work each day in a number of different subjects</li> <li>• Teach a planned and well-sequenced curriculum</li> <li>• Provide frequent, clear explanations of new content, delivered by a teacher in college or through high quality resource or videos.</li> <li>• Set a clear expectation on how regularly teachers will check work</li> <li>• Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments</li> <li>• Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.</li> </ul>	✓	KK RT		KK RT	May 2020

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, pupils 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 14 days from when the symptoms started and informed to <a href="#">book a test</a> .	✓	RT KK	<ul style="list-style-type: none"> <li>➤ Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li>   <li>➤ Refresher training on INSET</li> </ul>	RT KK	After School Opening
	Pupils 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 pupils needs.	✓	RT KK		RT KK	After School Opening
	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		RT KK	After School Opening
	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		RT KK	After School Opening
	Staff are aware of the locations for PPE.	✓	RT KK		RT KK	After School Opening
	Any members of staff who have helped someone with symptoms and any pupils 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 arrange a test).	✓	RT Any other staff and teachers		RT KK	After School Opening

	Parents informed of their child developments and asked to collect immediately (staff are also informed).	√	RT KK		RT KK	After School Opening
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	√	RT KK		RT KK	After School Opening

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
<i>(Continued)</i> Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	The college will inform the relevant staff/parents to follow the <a href="#">Stay at home guidance</a> .	✓	KK RT		RT KK	After School Opening
	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		RT KK	After School Opening
	Staff and the Principal/Manager/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.	✓	KK RT		RT KK	After School Opening
	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		RT KK	After School Opening
	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		RT KK	After School Opening
Confirmed staff or pupil Covid-19 case	If someone tests positive, they will follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' and must continue to self-isolate for at least 7 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	➤ <b>Note;</b> 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	KK RT	After School Opening
	The 7-day period starts from the day when they first became ill. 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 14 days.	✓	KK RT		KK RT	After School Opening
	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 <u>immediately</u> , 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	✓	KK RT		KK RT	After School Opening

	on the door 'Closed for Cleaning'.					
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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
<i>(Continued)</i>						
Confirmed staff or pupil Covid-19 case	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			After School Opening
	Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).	✓	RT KK			After School Opening
	Sufficient and suitable equipment is available for the required clean.	✓	RT KK			After School Opening
	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			After School Opening