

RISK ASSESSMENT HILLTOP SCHOOL – COVID-19

Company Name:	Nexus MAT									
Location:	Hilltop School									
Date of Assessment:	30/11/2020			Review Date:	22/2/2021			Revision No:	3	
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	270
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19. This was originally written in conjunction with Department for Education advice on 11/05/2020 and has been further revised with information published on 02/07/2020 and 26.11.2020. Use of PPE in schools was released 21/07/2020 and updated 13.11.20. This document should be read in conjunction with any other risk assessments used within the school
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method. Children are being provided with specific information on hygiene during normal lessons. The number of children in school is likely to increase. Some students will need direct support to wash their hands.	1	4	4	None Required	✓	
Lack of Information	3	5	15	The school has subscribed to information and updates from approved sources. These include, but are not limited to: <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), Department for Education (DfE) (https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings), https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, white board at front of school, weekly briefings and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.	1	5	5	It is strongly recommended that the PHE information poster be displayed in a location that staff can easily observe it. Click here for the poster	✓	

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Wellbeing	2	5	10	<p>The school has a duty of care to staff and students and this extends to their mental health. Students are routinely supported by their class team. If the team have concerns refer to FST for ELSA support. Staff should initially share concerns with their class team/teacher. If it is more helpful please talk to SLT who will try to make themselves available from 8:30-9:15 and again at 3:30. You may find it helpful to talk to Helen S or Robyn our ELSA support or the wellbeing team lead by Catherine O'Melia.</p> <p>ROSI provide free support through the educational support partnership and this includes:</p> <ul style="list-style-type: none"> • confidential emotional support and counselling available 24 hours a day, 365 days a year • up to six sessions of face-to-face or telephone counselling sessions • access to online Cognitive Behavioural Therapy (CBT) • management consultation to support those responsible for managing others • specialist information on work-life balance • financial and legal information • information on local services such as elder care and childcare. 	1	5	5			
Use of Personal Protective Equipment	2	5	10	<p>The wearing of a face covering or face mask in school is not recommended in classrooms. Staff are asked to wear a face mask when walking around school. Minimising 'general' movement around school will reduce possible transmission between staff members. Government recommend that face visors or shields should not routinely be worn as an alternative to face coverings</p> <p>Face coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. This at present is disposable apron and gloves. Staff may use facemasks and goggles if they wish to ensure the safety of our students.</p> <p>Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning).</p> <p>Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p>	1	5	5	Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.	✓	
Shielded Persons and Persons with Increased Risk	4	5	20	<p>The shielding rules will change on the 1st August and the school will follow the recommendations in full. Details on the revised guidance is available from: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Any persons with significant risk factors will subject to a personal risk assessment prior to returning to school so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case by case basis.</p> <p>Social distancing will be maintained for all persons previously categorised as 'Clinically Vulnerable' or 'Clinically Extremely Vulnerable' wherever possible.</p> <p>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</p>	1	5	5	The school should ensure that medical records for children are updated and kept on file.	✓	

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Children with SEND	4	5	20	<p>Children with SEND requirements are identified by the school.</p> <p>Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies.</p> <p>The school will plan to assist children with changes to routines using social stories and other measures.</p> <p>Support and specialist staff who move between schools/groups will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning.</p> <p>If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed.</p> <p>Staff will wear appropriate PPE if the pupil requires intimate care.</p> <p>The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC plan.</p> <p>The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</p>	1	5	5		✓	
Classrooms	4	5	20	<p>Class sizes have returned to normal levels. Bubbles have been created between 2 or 3 class bases to ensure adequate staffing ratios and consistency of educational provision.</p> <p>It is recommended that all children are grouped according to their normal staffing ratios and operate as a class 'bubble'.</p> <p>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis. We have now purchased a steam cleaner.</p> <p>Children in primary schools are not subject to social distancing under the 2nd July revision of the DfE guidance. Due to this the classroom layouts will be revised accordingly to ensure that the required number of children can be accommodated without affecting fire evacuation plans.</p>	1	5	5	None Required.	✓	
Educational Visits	4	5	20	<p>Educational visits will be planned on their individual merits. Pupils can access the local community as long as public transport is not used and social distancing is maintained with 'others'. Pupils can access outdoor spaces. and travel on 'Richard's' bus in own bubbles. Bus to be wiped down after use.</p> <p>Overnight visits, or visits to overseas territories, are prohibited at the current time.</p> <p>The school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</p>	2	5	10		✓	
Outside Play Areas	4	5	20	<p>Outside play areas will be provided for all bubbles.</p> <p>All groups will have their own designated play areas or time slot.</p> <p>Break time will be staggered to reduce numbers outside at any one time.</p> <p>Mixing of bubbles/groups will not be permitted outside.</p> <p>Use of outside play equipment will be restricted to individual groups wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours (72 hours for plastic items) between uses.</p> <p>Outside play equipment will be regularly cleaned wherever possible.</p>	2	5	10		✓	
Break Periods	4	5	20	<p>Break periods will be staggered to reduce numbers outside of classrooms at any one time.</p> <p>Staff will be able to use welfare facilities away from the classrooms.</p> <p>Social distancing within any staff welfare areas will be enforced. Staff should attempt wherever possible 2m away from colleagues in any communal areas.</p> <p>Staff can mix with other from other groups providing that social distancing is maintained.</p>	2	5	10		✓	

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Supply, Peripatetic Teachers & Therapies	4	5	20	<p>Supply and Peripatetic staff may be required to provide assistance to multiple schools. This is acceptable.</p> <p>All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk.</p> <p>These persons will be required to take extra care to maintain distance from other staff and pupils.</p> <p>Direct contact with students will be minimised.</p> <p>This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.</p> <p>Staff within school who work with more than one class bubble should keep social distance and/or wear a face mask. If this is not possible then parents must consent to working closely with staff outside their bubble.</p>	2	5	10	Parents to be contacted vis MyEd letter to confirm working with staff in close proximity outside their class bubble.		
Items Removed from School	4	5	20	<p>Items can now be removed from school on a limited basis.</p> <p>Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting.</p> <p>Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school.</p> <p>Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school.</p> <p>Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.</p>	1	5	5		✓	

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Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed wherever possible.</p> <p>Staff should not congregate at any point in school, this includes ‘smokers’, in staffroom or during breaks.</p> <p>Timetables will be modified to ensure that breaks, assemblies cancelled and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Cohorts of children will be kept together wherever possible so that there is not a mixing of pupils or staff.</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors. Fire doors will be secured after use.</p> <p>Meetings, such as assemblies with more than one group, will be avoided. We will plan for Proud assemblies, whole school training & meetings to be through Microsoft teams in class groups/bubbles.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>Stationery and other equipment should not be shared wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours (72 hours for plastic items) between uses.</p> <p>External professionals who work with students may need to come into school. We will be informing families of those students. We will make sure social distance is observed if possible. If not, staff will wear PPE or parents will be asked if you wish their child to access the activity/therapy.</p> <p style="color: red;">Visits from prospective parents can take place before or after school but we continue to try to minimise visitors and parental meetings in school. At times some of these may need to happen but please ensure this is checked with SLT.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group. Face coverings should be used if you have contact with anyone outside your bubble. Please consider why/how you have to have close contact.</p> <p>Staff should observe social distancing and current government advice out of school.</p> <p>Staff taking leave abroad will be required to follow applicable government guidance on isolation or quarantine following return to the country. Full advice to be followed can be accessed from: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p>	2	5	10	‘Bubbles’ of staff student teams created to minimise risk of exposure to other students and staff.	✓	
Transition to/from new class or provision	5	2	10	<p>A few students will not have been in school for many months and we will continue to ensure we have a supportive and positive curriculum and learning activities in place. This should support engagement in activities, support learning and positive mental health. Government guidance says “we expect settings to immediately offer students access to remote education.”</p> <p>There are a few students on a transition into Hilltop school and we will continue to ensure they keep to their ‘bubbles’ and offer activities which support them to feel part of our school.</p> <p>Initially some students may be on a part time timetable. This will be increased once we are confident the student has adjusted well to any changes. Most students are now on a full time timetable.</p> <p>We would continue to ensure staff and students remain in their current ‘class bubble’ to reduce risk of cross infection throughout school.</p>	2	2	4		✓	

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Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site.</p> <p>All classes will have anti-bacterial wipe tubs to routinely wipe surfaces, areas and equipment that may have been touched.</p> <p>Water fountains to only be used with disposable cups and class jugs. Wipe after use.</p> <p>Cleaning ‘tick sheet’ to be visible in all classes to ensure class staff maintain frequent routine cleaning.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs photocopier, wheelchair handles etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Water & sand trays will be emptied and all equipment cleaned at end of the day & dispose of sand/water.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a ‘deep clean’ is able to be requested. Additional lunchtime cleaning includes high use areas and surfaces.</p> <p>It is suggested the use of paper towels in toilet areas may reduce potential airborne transmission.</p> <p>We would encourage additional ventilation in every space in school where possible. This may need a higher level of school heating in order to maintain adequate temperatures in class spaces.</p>	2	5	10	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	
Transmission of Virus / Hygiene	4	5	20	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds. • washing hands when you get home or into work. • using hand sanitiser gel if soap and water are not available. • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • put used tissues in the bin straight away and wash hands afterwards. • do not touch your eyes, nose or mouth if your hands are not clean. <p>All persons are instructed to obey ‘social distancing’ wherever possible. This means maintaining a 2m separation wherever practicable. This is especially important outside their own ‘bubble’.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Soft furnishing, or difficult to clean objects, should be removed from classrooms temporarily.</p> <p>Bins will be emptied regularly, especially those used for disposing of tissues.</p> <p>Good levels of ventilation will be provided throughout the school and will include the use of open windows or air conditioning wherever possible.</p>	2	5	10	Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.	✓	
After school clubs	4	5	20	Where ever possible students will be in class bubbles. If this is not possible staff will use as a minimum a facemask and ensure, as much as possible, they remain distanced from individual students not in their bubble.	2	5	10			

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Airborne Generating Procedures	4	5	20	<p>If we have AGP's that need carrying out at school these are likely to be in 'emergency' and it is not always safe or feasible to move a child when they may be struggling to breath. It is also not realistic for our staff to be in full PPE all day 'just in case'. Suction is no longer classed as an AGP.</p> <p>Planned procedures for AGP's such as use of CPAP or BiPAP require 'full hospital grade' PPE. These will also be sourced in case of a confirmed or suspected case in school when the student will be moved to the heads' office and staff will use 'full hospital grade' PPE. We have 17 staff trained with and 'fit tested' to use FFP2 respirators as part of 'full hospital grade' PPE. We also have sourced long sleeved fluid repellent gowns, gloves and will use existing visors/eye protection.</p> <p>Staff to wear a mask, visor or goggles as they feel most comfortable and these are available in the heads' office.</p> <p>Access to a space which can be cleaned down & left empty for 20 minutes.</p> <p>We will source marquees to enable other students to be able to leave the classroom in case that is an easier option.</p> <p>There will be a separate risk assessment for each student who may require AGP's which will be created by the class team and head teacher using the format from Proactive.</p> <p>The 2 students in school are supported directly by health staff may require a different protocol which will be led by the health professionals supporting them.</p>	2	5	10	Individual risk assessment/ procedures in each class agreed with all staff.	✓	
Giving medication	3	5	15	<p>Staff to follow agreed medication procedures.</p> <p>Students as far as possible to be supported to be responsible for their own administration of medication.</p> <p>Staff may need to administer emergency buccal and we would expect staff to use gloves.</p>	1	5	5		✓	
Support to eat/feeding	3	5	15	<p>Students may need help to be fed and staff may have to hold a spoon and feed some of our students. This should be done with gloves.</p> <p>For students who may spit out food staff may use PPE as they see fit. It would be sensible if possible for supporting staff to sit to one side of the student.</p> <p>Students who are 'gastro' fed staff to routinely use gloves and observe good hygiene rules.</p>	1	5	10		✓	
Physical Education	4	5	20	<p>PE sessions will be undertaken outside wherever possible.</p> <p>Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise.</p> <p>Distance between pupils should be maximised during physical activity.</p> <p>Contact games or sports are not permitted.</p> <p>Adaptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter. Consideration will be given to back up clothing in poor weather conditions.</p>	1	5	5		✓	
Emergency Procedures	3	5	15	<p>The school has formulated an emergency plan to follow should closure be required. If we have a suspected case of Covid-19 the individual will leave school as soon as is possible. The class team and students will wait 14 days before returning to school.</p> <p>Employees have been made aware of the emergency plan.</p> <p>When undertaking a fire drill/evacuation, social distancing should be maintained at all times where possible.</p> <p>We would continue to expect all students and staff to exit the building. A new fire evacuation plan where classes are not grouped together other than in their 'bubbles' and there will be increased numbers of 'muster stations'. Some classes will have a fire evacuation point nearer the classroom exits.</p> <p>When returning into school please do so in 'bubbles' and ensure you wait for others to exit areas at least 2m.</p>	1	5	5	None Required	✓	

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Employees Becoming Unwell	4	5	20	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its' symptoms.</p> <p>Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school. This is usually 14 days and involves self-isolation at home.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111/119 (seek urgent medical assistance if symptoms are severe) and book a test.</p> <p>It is not envisaged that there will be a problem with staffing levels. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed. This may result in some students having to attend part-time or a class bubble being unable to attend due to lack of staff.</p>	2	5	10	Senior Leadership and class team to remain vigilant for employees displaying the signs of symptoms of COVID-19.	✓	
Pupils Becoming Unwell	3	5	15	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature) they will be moved to David's office where they can be isolated behind a closed door whilst parents are called to collect the individual.</p> <p>Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>If children waiting to be collected require the bathroom then they should use gent's toilet and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell and clean all areas with normal disinfectant once the person has left. Then change their clothes.</p> <p>There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	2	5	10	Central order from Nexus.	✓	
Confirmed Case of COVID-19	4	5	20	<p>In the event of a confirmed case of COVID-19, classes and/or bubbles may be asked to isolate for 14 days as a preventative measure, in line with DfE guidance and following further advice from Public Health England.</p> <p>NHS Test and Trace will be engaged, and the school will co-operate fully with any investigation process. Information on the arrangements for compliance with NHS Test and Trace will be provided to all parents.</p> <p>Any person who is tested and is the result is negative then they can return to school as soon as required or after 14 days self-isolation if instructed by SLT.</p>	2	5	10	Ensure that contact details for Public Health England are known.	✓	
Pupils & Staff self-isolating	4	5	20	<p>In the case of a 'bubble' being sent home and staff remaining well, they will be expected to work from home.</p> <p>This will include home learning modules (sent by Joanne Grantham), resources, planning/recording and keeping in touch with the pupils in your class/bubble. This will include recording this on CPOMS.</p> <p>Students/families should wherever possible be contacted by staff to check their well-being, ensure they are safe and if appropriate work sent home physically or electronically.</p>	2	5	10		✓	
Air Conditioning	2	4	8	<p>Air conditioning systems are maintained by competent persons.</p> <p>Air conditioning systems used within the schools do recycle used air.</p> <p>Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.</p> <p>We would encourage additional ventilation in every space in school where ever possible. This may need a higher level of school heating in order to maintain adequate temperatures in class/work spaces.</p>	1	4	4	None Required	✓	

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Catering	4	5	20	<p>Kitchens will provide food for any student who would like a meal within the school.</p> <p>The school will consult with the catering supplies as to the type of food provided.</p> <p>Consideration will be given to eating within classrooms to ensure mixing of groups does not occur.</p> <p>Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others.</p> <p>Staff fetching food on trolleys for pupils will socially distance and there are staggered times and the trolley is wiped afterward.</p>	1	5	5		✓	
Visitors	4	5	20	<p>Only essential visitors should be permitted to attend school if possible.</p> <p>Visitors will access the site before/after staff and students are present wherever practicable.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered (school/Nexus use 'Teams' if we are leading/organising meetings).</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the school's policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas.	✓	
Meetings	4	5	20	<p>Only essential meetings should take place to ensure the continuing strategic running of the school. Where possible numbers should be kept to a minimum. We should try to meet within school via teams if possible.</p> <p>A maximum of 2 staff in meeting room, 4 in PCR room, 2 in 'gold' intervention/phonics room, 3 in physio room or 3 in bungalow.</p> <p>Meeting should be in a large enough area for circulation of air and spacing to ensure social distancing.</p> <p>Where possible and appropriate the use of online meetings should be encouraged to reduce the risks.</p> <p>Any essential training or larger meetings need to be in the hall or library.</p>	2	5	10		✓	
PPA and Office Staff	4	5	20	<p>Wherever possible staff should sit back to back to reduce risk of direct airborne infection. Staff should work at least 1m apart and continue to minimise any close contact between offices/staff.</p> <p>Access to the office should be restricted with 'purple box, registers and routine 'deliveries' being left outside office.</p> <p>Staff needing stationary/routine items please phone the office and this can be collected from outside.</p> <p>Only office staff and SLT should need to access photocopier which is located near the door. This should be kept to a minimum and done where possible 1st thing in the morning or at end of school day.</p>	2	5	10			
Pupils arriving & leaving school	4	5	20	<p>Bus times will be staggered to reduce numbers of staff and pupils coming into contact with one another.</p> <p>Pupils to stay in/at taxi/bus until staff available to collect to maintain social distancing.</p> <p>Collection and drop-off times will be supervised by the school senior staff and supported by the office.</p> <p>There are to be no 'bus queues' and all pupils to remain in their own class until the bus arrives for them.</p> <p>Office staff will 'tannoy' for a member of staff at 9:15 and 3:15 for specific buses.</p> <p>Do keep entrance clear of people.</p> <p>All pupils who are capable of walking independently from class will be safely supervised from the bus/taxi and into the building.</p> <p>Parents are to be asked to stay in reception and not go to classes. For younger and more complex students in Primary we will use EYFS gate. Orange and Yellow students will access school through EYFS entrance while Pink and Red class parents can access their classes via EYFS gate and class fire exit.</p> <p>6th Form and Upper 2 & Upper 1 to access school through 6th form entrance gate.</p> <p>For some students it may be appropriate to encourage the wearing of a face covering on transport. We should support our older and more able students to wear them on transport.</p>	2	5	10		✓	

RISK ASSESSMENT HILLTOP SCHOOL – COVID-19

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Staff on public transport	4	5	20	Staff should be encouraged to walk or cycle to work where possible. Where staff use public transport they must maintain social distancing at all times and avoid contact with hard surfaces where possible. Do not car share unless you are in the same bubble. Face coverings should be worn when using public transport. Staff should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face. When staff arrive at their workplace they must clean their hands for at least 20 seconds with warm soapy water before entering any of the office, kitchen areas etc.	2	5	10		✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
Name of School assessor	David Burdett Headteacher	Signature	

Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	