


School 	Wheeler Primary School	Date of Assessment	11 th July 2020
The number of children on the premises	421 children F2-Yr 6 + 26 F1 pupils	Shared Setting	Wb 13 th July 2020
Assessor	Claire Mudd – Head teacher Checked by D Marks (HCAT) 13 th July	Review Date	Updated 29 th August – face covering guidance 11 th September -1 week open 18 th September 2 week open
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate) All School Staff , pupils , parents and visitors	

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection Risk of contracting Covid 19 from shared resources	TBC using grid below 3	TBC using grid below 4	TBC using grid below 12	<u>System of controls - Point 5 measure</u> Each year group bubble within school will have	Children organised into Class Bubbles Hub Children of 10 will be own Bubble from September and remain as a group (parental consent CBU and CW) All Bubbles have own classroom, eating zone, play zone, exit and entrance Breakfast Club only available for KEY WORKER as booked this term and own table and zone- bookings made and	TBC using grid below 2	TBC using grid below 4	TBC using grid below 8

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>allocated resources that are not shared with other bubbles within school.</p> <p><u>System of controls - Point 4 measure</u> Any unnecessary resources to be cleaned and stored.</p> <p>All hard surfaces to be wiped prior and after use,</p>	<p>confirmed a week in advance, children allocated to zone within hall and have own personal resources. Breakfast to be served at table no servery in operation (TG to update with Breakfast Club Team)</p> <p>Usual After School CLUBs not available for first half term</p> <p>Little Treasures After School Club pre booked a week in advance and to take place in hall with designated year group or family zone</p> <p>Year 1 Bubbles have specific resources for continuous provision (designated zone adjacent to classroom- only 1 class at a time have access and limit of 10 children)</p> <p>Timetable in place for outdoor areas including continuous provision in F1 and F2 and zones- equipment cleaned after each bubble use</p> <p>Cleaner on site throughout the day – high touch areas and schedule in place and signed hourly (TG to Lead with Cleaners and SFO)</p> <p>Signage and resources in place (pedal bins all areas/wipes. Sanitiser)</p> <p>Chrome books and laptops timetabled and cleaned prior and after use (KB to ensure)</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>such as telephones, computer key pads and touch screens.</p> <p><u>System of controls - Point 5 measure</u> Limit the number of staff who use equipment such as the photocopier and laminator etc..</p> <p><u>System of controls -</u></p>	<p>Water fountain out of use- children to bring their own labelled and filled water bottle daily</p> <p>2 x photocopiers (upstairs use Upstairs only)</p> <p>All children clean hands on the hour All teaching areas have access to the sink with the exception of the HUB (hand sanitise) Staff clean hands half hourly Sanitize children on entry and exit Staff /visitors on entry and exit Children complete re induction (1st day back to the Wheeler Way)</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				Point 4 measure Access to hand cleaning facilities	Staff complete re induction prior to 7 th September New Staff and visitors all compete induction (RC and PS LEAD) New staff to complete Infection Control on WE Are Every (NQT and SCITT Mentors to oversee)			
Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	System of controls - Point 5 measure Staggered start and end times for each Year group within school, if needed.	Staggered start and end times (see main guidance plan for enter and exit points) F2 8:45am- 2:45 Yr1 8:55am-2:55 Yr 2 8:55am- 2:55 Yr 3 8:55am-2:55 Yr 4 9:10am- 3:10 Yr5 9:10am-3:10 Yr 6 9:10 am-3:10 Communicated to parents via telephone, video and letter prior to July 17 th Children using public transport will have to remove mask on entry and store in sealed bag (provided by school if not own) TG to order large freeze bags Waiting Zone identified for Drop off and collection limited to 1 parent – PS to lead (KS1/EYFS far end of KS1 playground/ KS2 at far end of football playground)	1	4	4

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p>	<p>Parents/children permitted to wear face coverings on playground but not inside building (removed at door and placed in bags which are then sealed- hands sanitised for children).</p> <p>Increase staffing at start and end of day EWB and SLT from 8:35am 1 way system remains in place</p> <p>Staggered lunchtimes and reduction to 45 minutes Each class has own zone to eat and play</p> <p>A Frames updated and positioned (PS lead) Re marking of playground including 'waiting Zone (Sept 3rd CM with SFO)</p> <p>Communication via telephone Appointments pre arranged and risk assessed as to necessity Visitors can enter via prior arrangement and must adhere to procedures</p> <p>Office – Admin staff only + HT/ DHT +ASST Heads Other staff to call office by telephone if required (internal extension) No parents to enter building without prior appointment Staff room , PPA room limit to 6 adults at any one time</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p><u>System of controls - Point 5 measure</u> Staggered lunch and playtimes for each year group bubble, if possible.</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p>	<p>See plan – all classes have own zone and allocated time</p> <p>Ventilation – all windows opened am by GE and Closed by class teacher , doors open where possible to reduce touch surfaces</p> <p>Timetabling – adapted to limit movement</p> <p>Assemblies to be in classrooms via Zoom Hall only used for lunchtimes and After School LT(zoned and marked out)- PS and GE</p> <ul style="list-style-type: none"> • Monday – CM • Tues-PS /SLT • Weds – Phase • Thurs – Class • Fri – Phase Leader celebration <p>PE – timetabled and to take place outside (PE Kit for KS2 /KS1provided) No changing for EYFS in first instance</p> <p>Music Service – will conduct tuition in the PPA Room. Children to wash hands prior and after lesson in the adjacent toilet. Hand sanitizer and wipes in all teaching spaces.</p> <p>Interventions- Staff to move to child where possible (Reading Squads and S and L) Children in EYFS and Yr1 to have a toilet pass and be supervised to and from the toilet if possible Limit number using toilets at any given time – Teachers to lead and direct on upstairs corridor and during breaktimes – limit to 2 children in at any given period</p>	1	5	5

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				Schools should consider operating one way systems, where possible, for shared areas such as corridors and stairs.	<p>Phonic intervention in Year Group Bubble and children/Staff socially distance if group is not class bubble</p> <p>Lunchtimes – Lunches served in closed disposable containers Only 2 bubbles permitted at any one time in the hall with a zone separation between each. Staff catering Rota to be the same each day for each bubble.</p> <p>11:30-11:50</p> <ul style="list-style-type: none"> F2 in Hall (green zone 3, blue zone 1) Yr 1 in classrooms <p>12-12:20</p> <ul style="list-style-type: none"> Yr 2 Hall (ganges zone 2 Thames zone 4) YR 3 classrooms <p>12:25-12:45</p> <ul style="list-style-type: none"> Yr 4 in the hall Orinoco Zone 1, Kinabatangan Zone 3 Yr 5 and 6 classrooms (Yr6 12:15) HUB Classroom 12:15 <p>EYFS Staff and YR1 to use EYFS staff room YR 2- Yr 6 use main staff room Admin and SLT to use PPA Room for breaks</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
					1 way system in place as before – clockwise up and over			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p>System of controls - Point 5 measure</p> <p>Consider social distancing within bubbles at lunchtime and playtime.</p> <p>Where possible, pupils to remain within their allocated year group bubbles</p>	<p>Children have identified times and zones for breaks (see plan) Equipment limited and cleaned (EWB Team to oversee)</p> <p>Breakfast Club – 7:30 -8 KEY worker only 8-8:45 Key Worker only MUST BE PRE BOOKED and signed off by CM/PS CM to organise letter and booking with ATODD</p> <p>Children in bubbles for playtimes and lunchtimes Lunch to be eaten in hall and classrooms – zone identified Packed lunch grab bag for first two weeks Hot option from week 3 –all delivered to table in sealed disposable tray Pre booked on weekly basis with only 1 hot or cold choice Lunchtime staff to supervise with support staff rota SW to lead hall Dedicated staff who clean dinner hall prior to each sitting Lunch served in disposable trays and drinks are individual sealed cartons with own straw</p> <p>Classrooms in Yr 2- 6 organised front facing Children have access to own key equipment</p> <p>Where possible children given trays and resources placed at place, places labelled and children keep same seat/table to limit movement around the classroom</p> <p>All teaching rooms have:</p>	2	5	10

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>System of controls - Point 4 measure</p> <p>Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.</p> <p>Limit face to face meetings between staff, if essential, these should</p>	<p>Hand sanitiser Wipes Sink (not Hub) Paper towels Pedal bins Milton Signage Phase Leader responsible for checking areas daily and report any issues to CM /TG</p> <p>Visitors to site Visitors will only be admitted with prior arrangement. For track and trace purposes their details will be kept for 21 days(on inventory system)Temperature will be sought on entry to school and all other precautions re entering and leaving the site will apply</p> <p><u>Face coverings</u> as of Monday 21st September all adults (including visitors) must wear a face covering around any communal areas inside school. Face coverings will be available but staff are permitted to use their own if they prefer. Face shields for lunchtime/kitchen and cleaning staff and on request for other staff members. Staff to be updated on procedures on Friday 18th including adult social distance Communal areas = corridors, lunch hall, staff room (but not if eating and drinking) PPA room Office space if you are not part</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				be conducted at distance or virtually.	of the Admin Bubble. TG to lead on PPE and Face Covering supply Limit of 6 adults at one time in a meeting if face to face All staff meetings via ZOOM for first half term (Tues am SLT, TUEs pm Staff meeting Check in circles in/ check out with staff in Phases not whole staff			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	Increased level of cleaning, including a cleaner onsite whilst buildings are occupied. All surfaces to be	Cleaner on site full time (rota in place for high touch areas) TG to lead Main clean takes place at 6am prior to school opening School building open until 6pm for Little Treasures only Staff to remain in classrooms where possible if staying on site after 4:15pm Book Bags and Reading Books – all classes have an in/out system with returned books kept separate for 72 hours before re circulation on shelves	2	5	10

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>thoroughly cleaned at the end and beginning of each day, including door handles etc..</p> <p>Full deep clean of areas where confirmed Covid 19 has been identified.</p> <p><u>System of controls - Point 6 measure</u> Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple</p>	<p>Children's Mobile phones must be handed to class teacher and kept in a sealed labelled Bag in classroom – at child and parents own risk</p> <p>Risk assessments completed for high risk children on by 7th Sept (CBu to lead) Positive handling plans reviewed and communicated (CBU) Behavior policy updated to ensure risky behaviours are sanctioned (Wizards as alternative if consistently rule break- CM Lead</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				surfaces outside of a bubble. Such as caretaking staff and cleaners etc..				
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><u>System of controls - Point 1 measure</u></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases. Supervision, until pupil/adult,</p>	<p>1x isolation room (medical area in main reception)</p> <p>PPE available in YR1 Area (intervention room), and Library for top corridor)</p> <p>Equipment replenished and checked daily- TG to lead</p> <p>PPE in isolation room for staff and children</p> <p>PPE available and staff trained as part of induction and guidance</p> <p>Intimate care plans updated (CBU)</p> <p>Ensure all staff are clear with procedures and flow charts</p> <p>CM informed immediately if any suspected symptomatic people</p> <p>Update Staff handbook – CM</p> <p>Circulate procedures to parents – PS via letter and twitter</p> <p>Risk assessment available to parents</p>	2	5	10

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				<p>leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family members who are displaying signs of Covid 19.</p> <p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used</p>	<p>Staff vigilance and awareness of circumstance and symptoms- staff responsibility to inform CM/PS to take action</p> <p>Staff vigilance as children arrive in the morning-and throughout the day any child with symptoms must be accompanied by a staff member immediately to isolation room with same member of staff (Digital Thermometers available)</p> <p>Children in Bubble vacate area to hall or outside area. PPE for child with symptoms and staff member</p> <p>A Todd informed so can adjust register and track isolation days . testing evidence etc</p> <p>Re induction of staff/children if absent to check for symptoms – led by Line managers or Phase Leader</p> <p>For staff who where previously clinically vulnerable or working in closer proximity or in communal area – mobile screens are provided – TG to provide</p>			

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
				by individuals who display symptoms. Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.				
Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	3	5	15	Staff to use appropriate PPE when attending to individuals who require care.	Visors for high risk activity if staff request (nappy changing, child vomiting etc made available Aprons, gloves for PPE and disposed of approp after use. Double Bin bagged and disposed as per DFE Guidance Changed masks to waterproof version (TG) TG to ensure all PPE is in stock and replenish Staggered start dates for new to F1 and F2 to ensure children's needs are fully assessed and met and intimate care plans can be put in place (EYFS Teachers)	1	5	5
Risk of delayed evacuation of	2	5	10	Schools to reconsider and rewrite evacuation	Fire evacuation planned for wb 7th SEPT – GE and AT Revisit last week in Sept once all F1 and F2 children are admitted Review evacuation plan – and muster in areas with 2 metre distance between Bubbles CM to update plan	1	5	5

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
the building due to Covid 19 changes within school.				<p>policy (if required)</p> <p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Pupils, where possible, to congregate at muster points observing social distance.</p>	Update individual evacuation plans for High Need Pupils – CBU			
Risk of Health and Safety breach in areas or schools closed for periods of	3	5	15	Check that all usual building checks have been completed and are up to date.	Use DFE guidance on operating school buildings – TG to ensure GE has completed by 4 th Sept and log on 'every system'	2	5	10

Hazard Identified P=Probability I=Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
time due to Covid 19.								
Risk of staff, children and any visitors not adhering to procedures	3	5	15	<p>Ensure all staff have seen and understood COV id risk assessment</p> <p>Place adequate signage is displayed around school for staff, parents and children to adhere to.</p>	<p>Newsletter to parents for each class with procedures plus individual phone call wb 13th July</p> <p>Risk assessment consulted with staff week beginning the 13th July</p> <p>Staff re inductions week beginning the</p> <p>A Frames placed at key points which instruct parents and children – Asst Heads to ensure in pace and ready for 7th Sept</p> <p>Breakfast and After School Clubs For Key Worker List only and must be booked and confirmed by CM/PS a week in advance - children organised in hall in class bubbles</p> <p>Children to have own allocated resources</p> <p>Games may be played on bubbles tables and resources cleaned</p>	2	5	10
11. Risk of vulnerable staff or those living with vulnerable people contracting COVID	3	5	15	<p>Individual RA in place for vulnerable staff/ those living with vulnerable staff.</p> <p>Incorporate new guidance 1st August – CM to lead</p>		1	5	10

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty