

 School	Wheeler Primary School	Date of Assessment	2 nd March 2021
	Re opening from 8th March 2021		
The number of children on the premises	421 children F2-Yr 6 + 45 F1 pupils	Shared Setting	4 th March 2021
Assessor	Claire Mudd – Head teacher	Review Date	12 th March 2021 – review 1
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 by coming into contact with a positive case	TBC using grid below 4	TBC using grid below 5	TBC using grid below 20	<u>System of controls - Point 1 Prevention</u> Lateral flow testing in place for all staff and regular volunteers	Twice weekly timetable of LF Tests for staff – Sunday and Weds by 9pm -system in place for recording and reporting and timetable for distribution of tests , Staff have all completed briefing session – CM Lead and MS Covid Admin Lead Isolation plan in place for positive cases – DFE and Public Health Guidance Weekly newsletter which gives guidance to parents on latest advice re isolation (include specific info for EAL families)	TBC using grid below 2	TBC using grid below 4	TBC using grid below 8

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				<p>Circulation of Public Health documentation and procedures to community</p>	<p>Tracking of pupils attendance – see flow chart (A Todd Lead) and isolation if families travelled out of country Out of hours contact distributed to all staff and parents to report any COVid related issues or cases so can be actioned and inform any bubble closure (track and trace) PS and CM Lead</p> <p>Suspected case in school – see COVid 19 guidance (Feb21) Isolation room If siblings in school collect and isolate in first instance 1 person to remain and accompany child (staff member debriefed and action determined)</p> <p>Children placed in Bubbles which are of a class size with staff allocated to Year group bubbles. Hub to remain as a bubble</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>			
Infection Risk of contracting	1	4	12	System of controls -	Staggered start and end times (see main guidance plan for enter and exit points F2 8:45am- 2:45	1	4	4

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Covid 19 from travelling to and from school				<p>Point 5 measure Staggered start and end times for each Year group within school, if needed.</p> <p>Signage and social distance measures in place for drop off and pick up of pupils.</p>	<p>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</p> <p>Communicated to parents via telephone, video and letter prior to re opening on 8th March (MM Friday 26th Feb and again on 5th March)</p> <p>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</p> <p>If children are to be collected all staff must wear masks and keep 2 metre distance (foot preferably)</p> <p>If car is used staff must wear face covering, sanitise and from same bubble.</p> <p>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) Parents and all ADULTS Must wear face covering on site</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 (</p>			

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				No parents to enter the school building without an appointment	<p>Communication via telephone- parent consultations to take place virtually Appointments pre arranged and risk assessed as to necessity Visitors can enter via prior arrangement ONLY and must adhere to procedures (CM, CBU and PS to gatekeep decisions)</p> <p>Office – Admin staff only + HT/ DHT +ASST Heads Other staff to call office by telephone if required (internal extension) Staff room , PPA room limit to 6 adults at any one time</p>			
Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p>System of controls - Point 5 measure 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>Face Coverings worn by ALL adults in communal areas and where social distancing between adults cannot be maintained. Staff issued with HCAT Mask and disposable water proof masks available in isolation room</p> <p>See plan – all classes have own zone and allocated time</p> <p>Ventilation and good respiratory hygiene – all windows opened am by SFO and Closed by class teacher , doors open where possible to reduce touch surfaces and increase air flow . Classroom doors left open during break nd lunchtimes to allow air flow when room is vacant</p> <p>Timetabling – adapted to limit movement</p> <p>Assemblies to be in classrooms via Zoom No Gatherings beyond class bubble size</p> <p>Hall only used for lunchtimes and After School LT(zoned and marked out)-</p>	1	5	5

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				Schools should consider operating one way systems, where possible, for shared areas such as corridors and stairs.	<ul style="list-style-type: none"> Monday – CM Tues-PS /SLT Weds – Phase Thurs – Class Fri – Phase Leader celebration PE – timetabled and to take place outside (PE Kit for KS2 /KS1provided) No changing for EYFS in first instance 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. 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 Phonic intervention in Year Group Bubble and children/Staff socially distance if group is not class bubble 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. 11:30-11:50 <ul style="list-style-type: none"> F2 in Hall (green zone 3, blue zone 1) Yr 1 in classrooms 12-12:20			

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					<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> <p>1 way system in place as before – clockwise up and over</p>			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 4 and 5 measure</u></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>Catch it, Bin it, Kill it posters and signage in all areas Tissues and pedal bins in all classrooms and main communal areas Children re inducted with RA in action and Wheeler Way on March 8th 2021</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 in sealed disposable containers Lunchtime staff to supervise with support staff rota Dedicated staff who clean dinner hall prior to each sitting</p>	2	5	10

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				<p>System of controls - Point 3-4 measure Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.</p> <p>System of control- 3 handwashing</p> <p>System of control Point 2-</p>	<p>Classrooms in Yr 2- 6 organised front facing Children have access to own key equipment all classes In EYFS have children front facing or side by side where possible</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: 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>Hygiene and handwashing Clear arrival and signing procedures for staff in place Children wash hands on the hour – adults on the half hour</p> <p>Sanitize on arrival before entering the building, after lunch and before leaving and when they change rooms (ie after intervention)</p>			

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				<p><u>Face coverings prevention</u></p> <p>Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually.</p>	<p><u>Face coverings</u> 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. Communal areas = corridors, lunch hall, staff room (but not if eating and drinking) PPA room Office space if you are not part of the Admin Bubble. TG to lead on PPE and Face Covering supply</p> <p>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</p>			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and</p>	<p>Cleaner on site full time (rota in place for high touch areas) TG to lead</p> <p>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</p> <p>Limit Resources 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</p>	2	5	10

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			20	<p>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 surfaces outside of a bubble. Such as caretaking staff and cleaners etc..</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 Birthday buns can be brought in but must be sealed and shop bought and consumed on premises following handwashing</p> <p>Risk assessments completed for high risk children (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> <p>Shared resources thoroughly cleaned after each use and recorded to indicate clean has taken place</p> <p>See guidance</p>			10
Risk of contracting Covid 19	4	5	20	<u>System of controls - Point 1 measure</u>	<p>1x isolation room (medical area in main reception) PPE available in YR1 Area (intervention room), and Library for top corridor) Equipment replenished and checked daily- TG to lead</p>	2	5	10

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from a pupil or adult displaying symptoms				<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, 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</p>	<p>PPE in isolation room for staff and children PPE available and staff trained as part of induction and guidance Intimate care plans updated (CBU)</p> <p>Ensure all staff are clear with procedures and flow charts CM informed immediately if any suspected symptomatic people Update Staff handbook – CM Circulate procedures to parents – PS via letter and twitter Risk assessment available to parents</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>			

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				<p>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 by individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p>	For staff who where previously clinically vulnerable or working in closer proximity or in communal area – mobile screens are provided – TG to provide			
Risk of contracting Covid 19 from a pupil /adult who	3	5	15	Staff to use appropriate PPE when attending to individuals	<p>Visors for high risk activity if staff request (nappy changing, child vomiting etc made available</p> <p>Aprons, gloves for PPE and disposed of approp after use. Double Bin bagged and disposed as per DFE Guidance</p>	1	5	5

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requires medical attention and or personal care.				who require care.	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)			
Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	<p>Schools to reconsider and rewrite evacuation 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>	<p>Fire evacuation planned for wb 15th March –ATReview evacuation plan – and muster in areas with 2 metre distance between Bubbles CM to update plan</p> <p>Update individual evacuation plans for High Need Pupils – CBU</p> <p>Critical incident plan updated and accessible with cascade of staff -CM</p>	1	5	5

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Risk of Health and Safety breach in areas or schools closed for periods of time due to Covid 19.	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 SFO is updating Every and RA's check – ongoing weekly	2	5	10
Risk of staff, children and any visitors not adhering to procedures	3	5	15	<p>Ensure all staff have seen and understood COVID 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 in place for 8th march</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 in Bubble Bags Games may be played on bubbles tables and resources cleaned – PS and EWB</p>	2	5	10
11. Risk of vulnerable staff pupils or those	3	5	15	<ul style="list-style-type: none"> CEV pupils identified and staff vaccinated who work in close proximity with child - CM Additional welfare calls for CEV pupils and parents to plan reintegration and RA updated – C Bu 		1	5	10

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living with vulnerable peopled contracting COVID				<ul style="list-style-type: none"> Individual RA in place for vulnerable staff and those shielding -TG Regular check in calls for welfare for shielding staff and inclusion in CPD and Zoom - CM Return to work interviews planned for returning staff - CM (review from 31st March) 				

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

