


School 	Wheeler Primary School Re opening from 6th September 2021	Date of Assessment	1 st September 2021
The number of children on the premises	421 children F2-Yr 6 + 45 F1 pupils	Shared Setting	6 th September to discuss
Assessor	Claire Mudd – Head teacher	Review Date	10 th Sept 2021-interim review
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate)	
		All School Staff , pupils , parents and visitors	

DFE Guidance for operating schools August 2021

4 key control measures:

- 1) Good hygiene for all
- 2) Cleaning regimes
- 3) Highly occupied spaces well ventilated
- 4) Implementation of public health advice on testing, isolation and managing confirmed cases of COVID -19

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	TBC using grid below	TBC using grid below	TBC using grid below	<u>System of controls - Point 3 and 4</u>	Twice weekly timetable of LFD Tests for staff to continue until end of September in first instance – Sunday and Weds by 9pm (call CM if positive)-system in place for recording and reporting and timetable for distribution of tests , Staff have all completed briefing session on return 6 th Sept	TBC using grid below	TBC using grid below	TBC using grid below

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coming into contact with a positive case	4	5	20	<p>Lateral flow testing in place for all staff and regular volunteers</p> <p>Circulation of Public Health documentation and procedures to community</p>	<p>CM Lead and MS Covid Admin Lead</p> <p>Weekly newsletter which gives guidance to parents on latest advice re isolation (include specific info for EAL families)- LA Update /public health document for parents</p> <p>Tracking of pupils attendance – see flow chart (A Todd Lead) and isolation if families travelled out of country</p> <p>Out of hours contact distributed to all staff and parents to report any COVid related issues or cases iso apropr advice given. NHS now responsible for track and trace</p> <p>Suspected case in school – see COVid 19 guidance (August 21)</p> <p>Isolation room to remain (positioned in isolation room next to main office) NO Longer need to isolate siblings</p> <p>1 person to remain and accompany child (staff member debriefed and action determined)</p> <p>Staff member. Child or volunteer tests positive – isolate 10 days . Close contacts do not need to isolate but advised to seek PCR test</p> <p>If staff member tests positive on LFD – advice to isolate and seek PCR test. If PCR negative within 2 days of LFD this overrides and can return to work.</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 . Visitors to continue with mask wearing inside the building in communal areas</p>	2	4	8

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Infection Risk of contracting Covid 19 from travelling to and from school	1	4	12	<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>Increased staffing at start and end of day EWB and SLT from 8:40 am</p> <p>Children to have hands sanitised on entry and exit</p> <ul style="list-style-type: none"> • Red Base (morning 8:45 until 11:45 and afternoon session 12:15 until 3:15pm (children may begin to be collected from 3:05pm) • Blue Base – will enter and leave via the Blue Base door on the main playground • Green Base – will enter and leave via the Green Base door on the main playground • Nest Children – 9 am until 2:50 pm and enter and leave the Nest Door Miss Atkins Class (1A) will leave and enter via the classroom door in the new building. • Miss Searby Class (1S) will enter and leave via the classroom door in the new building • Year 2 ,3 and 4 pupils will line up on the main playground and they will be collected and dismissed by the class teacher • Year 5 will enter and leave via the Wheeler Street Entrance (near Ringrose Street Corner) • Year 6 will enter and leave via the Main School Office Entrance 	1	4	4

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					<table border="1"> <thead> <tr> <th>Year Group</th> <th>Break</th> <th>Hall time for lunch</th> <th>Outdoor</th> </tr> </thead> <tbody> <tr> <td>F2</td> <td>N/A</td> <td>11:30 -11:50</td> <td>11:50- 12:30</td> </tr> <tr> <td>Yr 1</td> <td>9:55-10:10</td> <td>11:45 -12:05</td> <td>12:05-12:30</td> </tr> <tr> <td>Yr2</td> <td>9:55-10:10</td> <td>12:00-12:20</td> <td>12:20-12:45</td> </tr> <tr> <td>Yr3</td> <td>10:15-10:30</td> <td>12:10 -1230</td> <td>12:30-12:55</td> </tr> <tr> <td>Yr 4</td> <td>10:15-10:30</td> <td>12:20 -12:40</td> <td>12:40-1:05</td> </tr> <tr> <td>Yr 5</td> <td>10:30-10:45</td> <td>12:30-12:50</td> <td>12:50-1:15</td> </tr> <tr> <td>Yr6</td> <td>10:30-10:45</td> <td>12:40- 1:00</td> <td>1:00-1:25</td> </tr> </tbody> </table> <p>1 way system remains in place inside the building Key Stage 2 children collected from the playground by the class teacher at 8:45am</p> <p>Staggered lunchtimes and reduction to 45 minutes Each Year group has own zone to eat and play</p> <p>Communication via telephone to parents and platforms in first instance</p> <p>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>	Year Group	Break	Hall time for lunch	Outdoor	F2	N/A	11:30 -11:50	11:50- 12:30	Yr 1	9:55-10:10	11:45 -12:05	12:05-12:30	Yr2	9:55-10:10	12:00-12:20	12:20-12:45	Yr3	10:15-10:30	12:10 -1230	12:30-12:55	Yr 4	10:15-10:30	12:20 -12:40	12:40-1:05	Yr 5	10:30-10:45	12:30-12:50	12:50-1:15	Yr6	10:30-10:45	12:40- 1:00	1:00-1:25			
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Infection Risk of contracting Covid 19 from moving around the school building	3	5	15	<p>System of controls - Point 3 Staggered lunch and playtimes for each Phase</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> <p>Schools may consider operating one way systems, where possible,</p>	<p>Face Coverings worn by ALL adults in internal communal areas (corridors, hall) Mask wearing optional outdoors for staff and visitors</p> <p>Use of CO2 monitors (Autumn) to monitor air flow and identify places with potential poor air quality- top landing, upstairs corridor, bottom stair well, staff room, main office) 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 limited to Key Stage in hall (no whole school)</p> <ul style="list-style-type: none"> Monday – CM in hall to lead with year 1,2 3, Year 3,4,5, 6 via ZOOM PS Tues- 4,5,6 in hall CM 1,2 3 via Zoom – PS Weds – Phase assembly -4,5,6 in hall (teachers to lead on rota) 1,2,3 PSHCE/assembly Time in class Thurs= 4,5,6 in class PSHCE 1,2,3 in hall (teachers to lead on rota) Fri – Phase Leader celebration in hall -2pm Yr1,2,3 and 2:30pm Yr4,5,6 <p>PE – timetabled – See RS rota for hall</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>	1	5	5

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				for shared areas such as corridors and stairs.	<p>Interventions- Staff to move to child where possible (Reading Squads and S and L)</p> <p>Lunchtimes – Children eat lunch in hall with class and packed lunches eat with hot lunches</p> <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 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 1 and 2 and 4</u></p> <p>Where possible, pupils to remain within their allocated classes or phases</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 8th Sept 2021</p> <p>Breakfast Club – 7:30 -8 KEY worker only 8-8:45 MUST BE PRE BOOKED and signed off by CM/PS</p> <p>Dedicated staff who clean dinner hall prior to each sitting</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>	2	5	10

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				<u>System of controls - Point 1 and 2</u> Access to hand cleaning facilities, and ensure frequent hand cleaning across the school day for pupils and staff.	Hygiene and handwashing Clear arrival and signing procedures for staff in place Children wash hands on the hour – adults on the half hour Sanitize/wash on arrival before entering the building, after lunch and before leaving and when they change rooms (ie after intervention) Face coverings 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, hall – Review in accordance with local infection rates Updated /COVId 19 isolation rules and procedures communicated (direct contact only isolate if over 18 yrs and 6 months and not vaccinated – others seek PCR test of direct contact but can remain in school) Parents/satff aware of symptoms and need to isolate if person unwell until negative test result sought if symptomatic Outbreak management updated – 5 cases or more in 10 days (contacts) or 10% of school population – seek further adviceform Public health Dept and contingency plan (may revert back to bubbles, zones for effected cases , deep clean, masks etc)- see previous RA for March to July 21			
Infection	3	5	15	Increased level of cleaning,	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	2	5	10

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Risk of contracting Covid 19 from surfaces.				<p>including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be 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>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>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>Toilets- Upper Corridor Smaller unit (at top of stairs for Yr 2 and 3 pupils only) Larger new toilet block (old library space)- 6 cubicles for yr 4,5 and 6 pupils only</p>			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><u>System of controls - Point 1 measure</u> Allocation of a room/space within the building for isolation of</p>	<p>1x isolation room (medical area in main reception) Equipment replenished and checked daily- TG to lead</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</p>	2	5	10

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				<p>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 signs of Covid 19.</p> <p>Pupils and staff members to not enter the</p>	<p>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>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 if requested – TG to provide</p>			

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				<p>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>				
Risk of contracting Covid 19 from a pupil /adult who requires medical attention and or personal care.	3	5	15	Staff to use appropriate PPE when attending to individuals who require care.	<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> <p>TG to ensure all PPE is in stock and replenish</p> <p>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)</p>	1	5	5

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Risk of delayed evacuation of the building due to Covid 19 changes within school.	2	5	10	<p>Within the first week of pupils returning schools, practice fire drills to take place.</p>	<p>Fire evacuation procedures revert to pre covid plan – no one way system in event of emergency exit via nearest exit</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
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>	<ul style="list-style-type: none"> • Newsletter to parents for each class with procedures • Posters displayed around the site • Messages via MM and Tapestry , twitter and website 	2	5	10

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Risk of vulnerable staff pupils or those living with vulnerable people contracting COVID	3	5	15		<ul style="list-style-type: none"> Individual RA in place for vulnerable staff including pregnant staff 	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