A – Critical Incident Log

Log of Events, Decisions and Actions		
Completed by:	PH	Sheet No.
Incident	COVID - 19	Date: March 2020
18.3.20	3pm Sevenhills closure, WAT, LA, LGB and parents informed	
19.3.20	3pm Phoenix Park closure, WAT, LA, LGB and stakeholder letter 1	
23.3.20	9am Full virtual offer available to all students, parent letter 2	
6.4.20	Easter offer outlined to LGB, WAT and LA	
20.4.20	Initial Student Risk Assessment 1	
27.4.20	Parent letter 3, DFE & RSC call Matt Coles / Ann Leonard to discuss arrangements, Spring newsletter 2	
01.5.20	Onsite protocols enacted	
4.5.20	Respite offer available for vulnerable	
7.5.20	Stakeholder letter 4	
8.5.20	Student Risk assessment review 2	
11.5.20	Stakeholder letter 5	
14.5.20	LGB meeting plans discussed, risk assessment and exam processes formally approved	
18.5.20	Stakeholder letter 6	
20.5.20	Open QA session with whole staff team	
27.5.20	Summer 1 newsletter including Parent letter 7	
1.6.20	Site risk assessment produced, yr 6 and yr 10 student offer	
5.6.20	Student risk assessment review 3	
9.6.20	Trust WAF meeting	
15.6.20	Stakeholder letter 8	
19.6.20	Student risk assessment review 4	
25.06.20	Stakeholder letter 9, LGB meeting	

06.07.20	Stakeholder letter 10
10.7.20	Student risk assessment review 5
15.07.20	Stakeholder letter 11
04.09.20	Site Risk Assessment review 1
09.09.20	Stakeholder letter 12
21.09.20	Stakeholder letter 13

B – Impact Assessment Form

Impact Assessment Form			
Completed by:	PH	**Incident**	School Closure
Date	18.3.2020	**Time**	3.00pm

Question	Logged Response
What is the nature of the incident? (e.g. type, location & severity)	Outbreak of Covid-19 SEV, PHO and PAR sites shut
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)	None
Have the Emergency Services been called?	No
Is the incident currently affecting School activities? If so, which areas?	Full curriculum down, no staff or students onsite
What is the estimated duration of the incident?	6-9 months
What is the actual or threatened loss of workforce?	Lots of medically vulnerable staff, living arrangements which are self isolating (minimum 2 weeks)
Has access to the whole site been denied? If so, for how long? (Provide estimate if not known).	Sites to be opened for an hour scheduled by HOC's for collection of materials for one day

Which work areas have been destroyed, damaged or made unusable?	No damage to site,
Is there evidence of structural damage?	None
Which work areas are inaccessible but intact?	All areas
Are systems and other resources unavailable? (include computer systems, telecoms, other assets.)	All unavailable, phones diverted, MIS available remotely
If so, which staff are affected by the ICT disruption and how?	Teachers at Pho no ICT access – now provided, 2 days planning for virtual classrooms through google and saving / creation of resources
Have any utilities (gas, electricity or water) been affected?	No
Is there media interest in the incident? (likely or actual).	Yes – all attention and requests diverted to Wellspring central team
Does the incident have the potential to damage the School's reputation?	No
Other Relevant Information.	Pressure from LA and DFE re local decisions – PH to communicate to all stakeholders inc LA, LGB, parents and staff routinely.