**Health & Safety**

**Risk Assessment**

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| **About the Risk Assessment** | | | |
| **Activity or Workplace Assessed:** | September 2020 – School operations during Coronavirus pandemic – Infection Control, Hygiene and Social Distancing  Click here to enter text.  Click here to enter text. | **Location/**  **Department:** | Maes Ebbw School  Education Department  Click here to enter text. |
| **Persons Consulted/**  **Involved in Risk Assessment** | Beth Burns – Health and Safety Manager  Chris May, Nicola Allan, Graeme Tully – (SLT)  School Recovery Planning Premises Sub Group  School Recovery Planning Staffing and HR Group, Heads consultation group, Union Representatives and Governors | **Risk Assessment Reference Number:** | 28/09/2020/V16 |
| **Date of Assessment:** | 28/09/2020 | **Next Review Date:** | 31/10/2020 |

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|  | **The Risk Assessment** | | | | | | | | | | | |
| **Description of hazard and potential injury which may occur** | **Persons Affected** | **Existing Control Measures** | **Risk rating**  Use matrix identified in guidance note  Likelihood (L)  Severity (S)  Multiply (L) x(S) to produce Risk Rating (RR) | | | **Further action required**  What is required to bring the risk down to an acceptable level? Use hierarchy of control described in guidance note when considering the controls needed. | **Risk rating**  Use matrix identified in guidance note  Likelihood (L)  Severity (S)  Multiply (L) x(S) to produce Risk Rating (RR) | | | **Action by:**  Who will complete the action? | **Due date:**  When will the action be completed by? | **Completion date:**  Initial and date once the action has been completed |
| **L** | **S** | **RR** | **L** | **S** | **RR** |
| Contracting Coronavirus – classroom set up and activities | All pupils and staff on site | Staff all aware of social distancing rules | 4 | 4 | 16 | Contact groups to be kept as small as possible in line with WG guidance – individual classes where possible and year groups or other smaller defined groups where not. Contact group details to be outlined below.  Records to be kept of anyone not normally in a contact group who comes into it e.g. specialist interventions, to support Test Trace Protect (TTP) should it be needed.  Staff seating (including staff rooms and lunch rooms) to be arranged so as to maintain 2m distance from next person so far as possible  Staff to maintain, so far as possible, 2m distance from other staff and pupils. It is acknowledged that this will not always be possible. Staff class teams not to mix unnecessarily during the school day.  Staff to ensure that specific interactions in close proximity occur as infrequently as possible, and where they must happen, last no more than 15 minutes without a break.  Activities to be planned so as to discourage close or regular contact between individuals and use of outside space and exercise to be encouraged, whilst maintaining the 2m rule.  Children to be discouraged from engaging in games or interactions that require physical proximity or contact.  Windows to be opened where possible.  Normal safeguarding practice to continue via the use of ‘My Concern’ to report any concerns.  First Aid to be dealt with in the same way as normal with trained staff cover as appropriate. | 2 | 4 | 8 | Senior Leadership Team | 01/09/2020 | 01/09/2020 |
| Contracting Coronavirus – hygiene | All staff and pupils | Schools have comprehensive cleaning regime | 2 | 4 | 8 | All staff to wash their hands when they arrive on site  All children to be taken to wash their hands when they arrive on site.  All children to be taken to wash their hands, separately, at any change of activity.  All staff to wash their hands at any change of activity.  All staff and children to wash their hands before and after eating.  All hand washing to be done in line with [public health and NHS guidance](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  Staff to be vigilant to children touching their face and take children who do to wash their hands more frequently  All desks, work stations, toys etc. should be wiped down with disinfectant after use and/or between activities. Relevant toys to be soaked in a solution of Milton at the end of every day.  Staff to attach visual indicators to identify to the cleaning and caretaking team which additional rooms have been used during the day and therefore require thorough cleaning.  Door handles, window handles and surfaces in communal areas to be wiped down with disinfectant at frequent intervals during the day, anti-bac wipes to be used to clean telephones after use and between operators.  Toilets to be cleaned frequently and hand dryers to be disabled, paper towel dispensers to be installed to replace.  Sensory play with food, playdough, sand etc to be minimised and only to be undertaken with individual trays that are not shared and are discarded after use.  Tooth brushing activities are to be suspended indefinitely.  Staff encouraged to bring a spare set of clothes into work to afford them an option to change should the clothes that they are wearing becoming contaminated by pupil body fluids/spillages etc.  When staff are assisting pupils with their personal as well as their intimate hygiene needs these needs are to be completed by using the minimum amount of intervention for the shortest possible time using appropriate PPE and with frequent and thorough handwashing, before and after the intervention.  Classroom bins to be provided that have a lid or be of the swing bin type | 2 | 4 | 8 | All staff |  | Milton disinfectant and cleaning clothes to be made available to all classes.  These products need to be locked away out of the reach of pupils  Hand Dryers to be disabled W/B 22nd June.  To be purchased W/B  01/09/2020. |
| Skin Infection - Dermatitis | All staff | Staff advised of the risk of developing skin infection due to frequent use of hand sanitiser | 3 | 2 | 6 | Staff to provide their own moisturising hand cream to be used periodically | 2 | 2 | 4 | SLT to notify staff to raise awareness | 15/05/20 | Staff to be informed of the risk 15th May 20 |
| Staff supervision levels  Teacher PPA arrangements  Cover for vacant staff | Staff | Staffing maintained brought in to reflect pupil demand  Internal and external supply staff | 2 | 2 | 4 | Staffing to be regularly updated to reflect staff with particular training being brought in to meet individual pupil needs. But in such a way as to be fair, taking into consideration staff designation, contract type and availability.  Break-times and lunchtimes to be managed within class teams ensuring that all staff receive their allocation of non-contact time but whilst operating as a class bubble as much as is possible.  In consultation with the Teachers, PPA time to be suspended to reduce the number of staff coming into contact with each class ‘bubble’ and hence increasing the risk of cross infection. Teacher and class meetings to also be suspended and staff to be encouraged to vacate the school buildings after the end of the school day to also help reduce infection opportunities.  Consistent supply staff to be employed to work with only one class group to reduce the risk of cross infection.  Should a member of staff need to change ‘bubbles’ during the school day then they will change into their spare set of clothes and wash accordingly. Also PPE to be replaced and not used between classes | 2  2  2  2 | 2  2  2  2 | 4  4  4  4 | SLT | Weekly | From W/B 7th September 20  Demand dependent |
| Contracting Coronavirus - illness | All Staff and Pupils | All staff aware of government guidance on self-isolation and shielding. | 2 | 4 | 8 | All staff to be vigilant to their own health and to follow [latest government](https://gov.wales/coronavirus-covid-19-educational-settings-guidance) guidance on self-isolation if they or their family are displaying symptoms or they are informed by the track and trace service that they have been in contact with a confirmed case.  National guidance around staying at home if you are displaying symptoms to be reiterated to pupils (where age appropriate) and parents/carers.  All staff to be vigilant to the health of their pupils and ensure they are following latest [national guidance](https://gov.wales/coronavirus-covid-19-educational-settings-guidance) if a pupil appears to be unwell  An area to be designated for isolation should a pupil or staff member become ill, in line with national guidance.  All staff to be made aware of the area/s designated for isolation within the school if a pupil / staff member develops symptoms whilst on site. Protocol is displayed in room for staff to follow.  Staff encouraged to stay within their class team as far as possible and not to socialise with staff from other class teams during the school day.  In the event of a confirmed case of covid-19, instructions from TTP team to be followed with regards to contact group self isolation etc. NCC Education and Health and Safety Teams to be informed. | 2 | 4 | 8 | SLT to ensure all staff know designated isolation area | Daily |  |
| Contracting Coronavirus – Social Distancing during activities outside of the classroom | All pupils and staff on site | Staff all aware of social distancing rules | 3 | 3 | 9 | Consideration to be given to each area of the school, outside of the classroom, which may be used, what activities will be carried out there and how social distancing can be maintained, including outdoor areas. The school is zoned where possible (e.g. separate playgrounds for different contact groups) or using timetabling to minimise mixing between contact groups (e.g. staggered break times in shared playground).  Mixing of contact groups in circulation/communal areas should be avoided as much as possible This could include (but is not limited to) one way systems, staggered lesson times, staggered lunch and break times, eating in classrooms rather than halls, moving teachers rather than pupils, no assemblies, etc. | 2 | 2 | 4 |  |  |  |
| Pupils with complex medical needs | Medically vulnerablePupils | Pupils not being provided for by the hub | 3 | 4 | 12 | Nursing cover to be provided by the NHS to allow for the pupils medical needs to be addressed | 2 | 2 | 4 | NHS community team |  | Nursing cover provided 5 days per week |
| PPE | Staff | Limited PPE available | 3 | 5 | 15 | PPE to be made available upon entry to school, located in the foyer and worn when staff feel that it is appropriate or when pupils need assistance with their personal hygiene or are prone to producing excess body fluids i.e. dribble, sputum etc.  Handwashing should always be practiced before putting on and after removing PPE.  No PPE is required when undertaking routine educational activities in class room or school settings.  **Suspected Covid 19** – a child/student who is displaying symptoms of Covid 19 must be taken to the isolation room without delay and their class evacuated and deep cleaned.  One staff member from their team must accompany them along with a member of the SLT. They must put on Gloves, aprons and a fluid resistant surgical mask as well as shoe covers which are located outside of the isolation room. These staff need to remain with the pupil until the parent arrives to collect the pupil and when the parent does arrive exit the isolation room via the shortest route. Staff are then to doff PPE in line with the guidance and dispose of double bagged. The isolation room then needs to be deep cleaned.  Eye protection should also be worn if there is a risk of splashing to the eyes such as from coughing, spitting or vomiting.  **Intimate Care** – Gloves and aprons should continue to be used when providing intimate care to a child or young person. This includes, hands-on care such as washing, toileting or first aid and certain clinical procedures such as assisted feeding.  Fluid resistant surgical masks and eye protection should also be worn if there is a risk of splashing to the eyes such as from coughing, spitting or vomiting.  Gloves, fluid repellent gowns, FFP3 masks and eye protection are to be worn when undertaking aerosol generating procedures such as tracheostomy suction.  Gloves and aprons should be worn when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.  Guidance also sets out that gloves and an apron should be used when cleaning areas where a person suspected of having COVID 19 has been.  The order for putting on PPE is Apron, Surgical mask, Eye protection and then Gloves.  The order for taking off PPE is Gloves, Apron, Eye protection and then Surgical mask. Wash hands thoroughly immediately after removal. | 2 | 4 | 8 | SLT to seek more appropriate PPE equipment | 08/05/20 | Rolled out to staff working with designated pupils from 11th May  Updated in line with guidance 8th September 20 |
| Suctioning  Tracheostomy suctioning | Staff and pupils | Face Visor,  Masks, gloves and apron to be worn at all times with pupils who could require suctioning.  On verbal advice from Dr. Lewis  22nd May 2020 | 2  3 | 3  3 | 6  9 | Written Advice from Tina Davies/Janelle Courtney – Beth Burns also consulted  Oral suction is not classed as an aerosol generating procedure (AGP).  Oral suction requires staff to wear – aprons, gloves and a surgical mask. Staff can opt to wear a visor if they feel there is a risk of secretions splashing in their eyes. This is following an individual risk assessment and does not need to be a written assessment. 4th June 2020.  Tracheostomy suction requires FFP3 masks, gloves and aprons to be worn. FFP3 masks have been fitted for relevant staff. After suctioning the room needs to be thoroughly cleaned.  An outdoor area has been provided to undertake tracheostomy suction where possible / planned.  If necessary NHS nurses can carry out tracheostomy suctioning in the nurses room wearing the appropriate PPE as this procedure is aerosol generating and requires the wearing of a FFP3 mask and associated PPE. After suctioning the room needs to be thoroughly cleaned. | 2 | 3 | 6 | Trained school staff and NHS nursing team | From  01/06/20  From 09/09/20 | From 1st June 2020 pupils who require suctioning will be allowed into school. |
| Dealing with spit / dribble | All staff and pupils | Staff to use Team Teach training protocols to protect themselves if appropriate.  Tables and work-surfaces to be wiped | 3 | 3 | 9 | Staff to wear visors when spitting is predictable or challenging behaviour is escalating. Pupil to be moved to another room or outdoors away from other pupils if spitting is judged likely to occur.  When a pupil is known to dribble additional handwashing and surface cleaning/disinfecting to take place throughout the school day. | 2 | 3 | 6 | Pupil IBP to be revisited if an incident of spitting occurs. |  |  |
| Use of RPI | All staff and pupils | Staff trained in Team  Teach principles and authorised to use by the Head Teacher | 3 | 3 | 9 | Individual plans to be updated with coronavirus guidance relevant to individual circumstances.  PPE to be made available to staff engaging in Team Teach holds. | 2 | 3 | 6 | Staff to be briefed.  IBP’s to be updated as necessary. |  |  |
| Outdoor play equipment | All staff and pupils | Adults who supervise equipment use | 3 | 3 | 9 | Use of outdoor space to be limited to room groups at any one time. Communal equipment to be wiped and sprayed between use by different groups of pupils.  PMLD pupil or pupils who have mobility challenges who need to be transferred between pieces of equipment – staff to wear the appropriate PPE i.e. visors, masks, gloves and aprons as staff will be operating in close proximity of the pupil as in conducting intimate care routines. | 2 | 3 | 6 | Staff to be briefed |  |  |
| Movement around the school | All staff and pupils | Small number of pupils in the school at any one time | 3 | 3 | 9 | Scientific advice is that risk of contamination is very low if passing by another person walking/travelling in another direction.  Staff and pupils advised to look away from people walking past where appropriate.  Adults to check all corridors before use for minimal presence and escort pupils accordingly. | 2 | 3 | 6 | Staff to be briefed |  |  |
| Contracting Coronavirus - Staff Welfare Facilities | All staff | Lower numbers of staff present | 2 | 3 | 6 | Seating in staff resting areas to be positioned so as to maintain 2m social distancing, PPA room as well as the staff room to be accessed for break and lunchtimes to minimise staff load.  Communal equipment such as kettles and microwaves to be wiped after each use.  Staff fridges to remain in use and be added to cleaning schedule.  Staff to bring in all food and drink necessary for the day.  Staff to bring own cups, plates, cutlery etc. and to be washed after each use.  Greater degree of flexibility to be adopted around the taking of breaks to help reduce potential pressure upon the use of the staffroom, PPA room and toilet facilities, upon entry to toilet facilities staff to assess whether the use of an alternate toilet be used to reduce a potential ‘pinch point’ occurring. Toilet doors to have a visual prompt to indicate when they are in use.  Regular wiping/disinfecting of tables and work surfaces.  Good housekeeping to be promoted. | 2 | 3 | 6 | Staff to be briefed and staggered break system to be trialled. |  |  |
| Contracting Coronavirus – pupils eating and drinking | All pupils and staff on site | Use of classrooms for snack and lunchtime | 3 | 3 | 9 | Pupils to be sat apart in classrooms on individual tables if possible.  Staff to closely monitor use of crockery and cutlery and all to be replaced in the event of items being dropped or shared.  Tables to be wiped / disinfected after use.  Washing up to be conducted with individuals, tea towels to be laundered daily if used. | 2 | 3 | 6 | Staff to be briefed |  |  |
| Congregation of staff, parents / carers /visitors in the foyer | All staff and pupils |  | 3 | 3 | 9 | Signage at the school entrance advising of social distancing and 2m separation. Office staff to co-ordinate the pupils being collected from the outer foyer area.  Pupils walking to school to arrive between school 08.45 – 9.OOam to reduce this potential ‘pinch point’ and to be collected from 14.45pm to 15.20pm.  No more than 4 people to congregate in the foyer at any one time observing social distancing protocols. | 2 | 3 | 6 | Appropriate signage to be displayed for parents/carers/visitors  Staff to be briefed | Daily |  |
| Contracting Corona Virus – Access and Egress, Drop Off and Pick Up  Pupils entering/  leaving the the building at the start and end of the school day | All staff and pupils on site | PAC controlled foyer doors  Staff all aware of social distancing rules | 3 | 3 | 9 | If pupils are brought to school via parent/carer transport or school transport then pupils are to stay on the transport until collected by a member of staff from their class team from 08.45am – 9.30am  Where waiting areas are to be used, clear social distancing markers to be used, where possible e.g. in car park on school site.  All waiting areas for parents to be outside.  Primary and secondary entrances to be utilised.  At the end of the day pupils to be taken to transport vehicles from 15.00pm | 2 | 3 | 6 | Staff to be briefed and work in a co-ordinated manner to reduce the number of people travelling through the foyer at any one time | Daily |  |
| Contracting Corona Virus – School Transport | All Staff and pupils |  | 3 | 3 | 9 | Pupils over the age of 11 will be encouraged to wear face coverings on school transport where appropriate. However, pupils with special educational needs and disabilities are exempt from the requirements to wear face masks on school transport.  See Home to School Transport risk assessment for further guidance. | 2 | 3 | 6 |  |  | W/B 30th August 2020 |
| Contracting Corona Virus – school offices | All pupils and staff on site | Staff all aware of social distancing rules | 3 | 3 | 9 | Social distancing to be maintained in school offices - furniture to be removed or taken out of use where necessary  Windows to be kept open at all times where possible  Cleaning to be carried out between users if more than one person to use workstation (e.g. part time workers)  Phones to be sanitised between users if staff do not have own hand or headset. | 2 | 3 | 6 |  |  |  |
| Contracting Coronavirus – illness in higher vulnerability individuals | All staff and pupils in the government’s predefined list of people at higher risk – includes some common conditions such as diabetes and asthma | Staff all aware of social distancing rules | 3 | 3 | 9 | Specific Welsh Government [guidance and individual risk assessment](https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf) in place for staff to complete. Any staff considered vulnerable to covid-19 must complete this and discuss the results with their line manager. If any staff member scores in the 4-6 range they, and their line manager, must complete the supplementary form to establish whether a safe return to school can be managed.  In line with [WG guidance and risk assessment toolkit,](https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf) staff who were previously shielding only to be in the workplace where they can manage strict social distancing.  Any child in the higher risk category attending school will have a care plan to cover their personal circumstances. This to be agreed with parents/carers.  All staff be made aware of the child’s medical needs and be vigilant to any signs of illness. | 2 | 3 | 6 |  |  |  |
| Returning to the workplace – staff wellbeing | Staff have access to Carefirst EAP |  | 3 | 3 | 9 | Returning staff to have a return to work interview.  Carefirst details to be redistributed to staff:  **Care First**  Free access to confidential advice and supportline 24 hours a day, 365 days a year.  0800 174319  365 days a year 24 hours a day, 7 days a week.  [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk/)  *Care First login for NCC employees:*  **Username**: newcc001  **Password:** wellbeing  *Note any changes to normal pastoral arrangements and local mechanisms for staff to raise concerns*  Staff considered to be vulnerable to have individual assessment | 2 | 3 | 6 |  |  |  |
| Visitors and other visiting professionals | All pupils and staff | Appropriate social distancing | 3 | 3 | 9 | Along with all other precautions detailed above.  Use of PPE as necessary to keep staff and pupils safe.  All visitors to register with the office staff giving details of where or who they have come to visit and contact details so that they could be traced should the need arise.  Access to a designated room where possible e.g therapy room to minimise contact between them and other pupils /staff.  Visitors to the school to be issued with a school ‘visitor protocol’ information and guidance sheet. | 2 | 3 | 6 |  |  | Staff to be briefed and RA made available |
| Social Distancing – Emergencies | All pupils and staff on site | Staff all aware of social distancing rules |  |  |  | Emergency procedures (such as fire plans) to be revised to take account of social distancing requirements where possible. |  |  |  |  |  |  |

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| **Name of Risk Assessment : Reviewed by Chair of Governors** | Katie Diamond |
| **Hazard List:**  **Some hazards to consider when writing a risk assessment could include** | Asbestos; Glazing; Noise, Vibration; Electrical; Poor ergonomics; Repetitive motion; Manual handling; Temperatures; Flammable materials; Slip; Trip; Fall; Fall from height; Falling objects; Adverse weather; Infection control; Substances (dusts/liquids/gases); Lone working; Confined space; Exposure to moving machinery, Compressed air; Poor lighting; Vehicles; Unstable stacking/storage; Exposure to violence (physical/verbal)  Further information can be found in the Risk Assessment Guidance documents. |

For premises related issues, including managing fire safety, please see the School Premises Recovery Checklist.

\*Pupil welfare issues, safeguarding, curriculum and organisation of learning and staffing ratios and rotas with as part of this assessment

Useful guidance:

<https://gov.wales/sites/default/files/publications/2020-08/operational-guidance-for-schools-and-settings-from-the-autumn-term-version-2.pdf>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/accordians/docs/infection-prevention-and-control-guidance-2019-for-childcare-settings-0-5-years-in-wales-nurseries-childminding-and-playgroups/>

<https://gov.wales/sites/default/files/publications/2020-08/covid-19-education-child-youth-settings-workforce-risk-assessment-tool-2020-08-13.pdf>

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| **Revision and Amendment Record** | | | |
| **Review Date** | **Amendment Made** | **Name of Reviewee:** | **Next Review Date** |
| 06/04/2020 | Maximum number of pupils in a class reduced to 2 | Chris May | 20/04/2020 |
| 20/04/2020 | Revisited – no amendments made | Chris May | 04/05/2020 |
| 04/05/2020 | PPE section added | Chris May | 15/05/2020 |
| 15/05/2020 | Updated to reflect Welsh Government advice for hubs and schools – April 2020 | Chris May | 29/05/2020 |
| 29/05/2020 | Revisited – no amendments made | Chris May | 12/06/2020 |
| 30/05/2020 | PPE – to include suctioning | Chris May | 12/06/2020 |
| 04/06/2020 | PPE – Suctioning advice updated | Chris May | 12/06/2020 |
| 09/06/2020 | Revised to include re-opening details | Chris May | 23/06/2020 |
| 22/06/2020 | Hand Dryers - transition arrangements – other professionals | Chris May | 06/07/2020 |
| 06/07/2020 | Revised and updated | Chris May | 01/09/2020 |
| 24/08/2020 | Revised and updated for new school term | Chris May | 28/09/2020 |
| 02/09/2020 | Updated to include additional control and medication information | Chris May | 28/09/2020 |
| 08/09/2020 | Updated to include more PPE information and guidance | Chris May | 28/09/2020 |
| 28/09/2020 | Revised to include revised visitor information | Chris May | 31/10/2020 |
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| **Guide to Likelihood** | | |
| **Level** | **Descriptor** | **Description** |
| 1 | Rare | This event may occur in exceptional circumstances |
| 2 | Unlikely | Do not expect it to happen but is a foreseeable event. |
| 3 | Likely | The event occurs occasionally |
| 4 | Highly Likely | The event occurs regularly |
| 5 | Frequent | The event occurs frequently |

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| **Guide to Severity** | | |
| **Level** | **Descriptor** | **Description** |
| 1 | No Injury | No injury or adverse outcome |
| 2 | Minor | Short-term injury or illness that is resolved with no medical intervention required |
| 3 | Moderate | Injury or illness which is resolved with medical intervention |
| 4 | Major | Serious injury or illness with results in time-lost and medical intervention |
| 5 | Tragic | Death or long-term / permanent injury or illness. |

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| **Likelihood** | **Severity** | | | | | **Suggested timescales** |
| 1  No injury | 2  Minor | 3  Moderate | 4  Major | 5  Tragic |
| 1 Rare | 1 | 2 | 3 | 4 | 5 | No Immediate Action |
| 2 Unlikely | 2 | 4 | 6 | 8 | 10 | Action within 12 months |
| 3 Likely | 3 | 6 | 9 | 12 | 15 | Urgent Action |
| 4 Highly Likely | 4 | 8 | 12 | 16 | 20 |
| 5 Frequent | 5 | 10 | 15 | 20 | 25 |