



BRENTSIDE PRIMARY ACADEMY RISK ASSESSMENT

Activity COVID19- AUTUMN TERM 2021- GOVERNMENT GUIDELINE CHANGES

What are the hazards?	Risk Rating before measures	Who might be harmed and how?	What are you / will you be doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Risk Rating after measures
Outbreak Management	4 x 5 = 20	Pupils, staff, visitors, parents and carers could be infected due to an outbreak at the school	<ol style="list-style-type: none"> 1) The Academy have produced an outbreak management plan 2) The outbreak management plan includes other measures we would introduce in the event of an outbreak i.e limit parents entering school, reintroduction of bubbles, reintroduction of face coverings. See plan for full details. 3) In line with government guidelines, advice will be sought from PHE with regards to closure of classes/groups if 3 pupils/staff members in the same class/group test positive for COVID19. 4) In line with government guidelines advice will be sought from PHE with regards to closure of a year group if 5 pupils or staff members test positive. 5) In line with government guidelines advice will be sought from PHE with regards to closure of wraparound care if 2 pupils or staff members test positive. 	<ol style="list-style-type: none"> 1) Outbreak management plan to be shared with staff 2) Outbreak management plan to be shared with parents 3) Outbreak management plan to be put on website 	<p>C Crosdale</p> <p>M Bailey</p> <p>M Bailey</p>	10 th Sept 2021	2 x 5 = 10
Entering the school premises	4 x 5 = 20	<p>Lack of social distancing when entering the premises resulting in transmission of the virus</p> <p>Pupils, staff & parents could bring the virus into the school</p>	<ol style="list-style-type: none"> 1) Start times for the year groups <ul style="list-style-type: none"> • Nursery 8.45am • KS1 & KS2- Soft start 8.45am. Lessons start at 9am 2) Staggering collection times <ul style="list-style-type: none"> • Nursery 11.45am • Rec Yr 1 & Yr 2 3.15pm (Fri 2.20pm) • Yr 3, Yr 4, Yr 5 & Yr 6 3.25pm (Fri 2.30pm) 3) One way system for entering the premises 4) Each year group enters the building via a designated entrance. 5) Only nursery parents will be allowed to enter the building, all other parents are only allowed into the KS1 playground. PPE will be optional 6) Pupils & staff to wash their hands on arrival. 7) Administrator to stand at door and deal with queries until new office opens in October. 8) Parents/guardians are asked not to hang around after drop off and collection either the playground or outside the gate 	<ol style="list-style-type: none"> 4) Letter to be sent to parents with start times & rules 5) Barriers to remain on entrance walkway. Repairs to be made 6) One way signage to be renewed 	<p>SMT</p> <p>M Bailey</p> <p>M Bailey</p>	6 th Sept 2021	1 x 5 = 5

Classroom	5 x 5 = 25	Pupils & staff could transmit the virus	1) Class rooms to be ventilated- open windows 2) Cleaning spray and cloth to remain in each classroom 3) Hand sanitiser to remain in each classroom 4) Bubble system has been removed, however could return if Government or local restrictions come into force	1) Classrooms to be restocked with spray, cloths and wipes 2) Classrooms to be restocked with sanitiser	P Scott P Scott	6 th Sept 2020	2 x 5 =10
Lack of social distancing using toilets & poor hygiene	3 x 5 = 15	Pupils & staff could transmit the virus	1) Member of staff to police toilets during playtimes/lunch 2) Pupils/staff to wash their hands after using toilets	1) Schedule to monitor toilets to be arranged	J Smith	6 th Sept 2021	1 x 5 =5
Lack of social distancing in playgrounds	5 x 5 = 25	Pupils & staff could transmit the virus whilst in the playgrounds at playtime	1) Playground restrictions removed. No restrictions on outside areas. 2) Fewer pupils in the playground was better for H&S so playtime and lunchtime use of the playground will remain in phases, however the whole playground can be used by all pupils.				1 x 5 =5
Lack of social distancing in the lunch hall	5 x 5 = 25	Pupils & staff could transmit the virus whilst in the hall during lunchtime	1) Pupils will eat in the lunch hall in year groups on either side of the hall. This system worked well during COVID19 restrictions and made for a calmer environment	1) Staff to be informed that lunchtime schedule will remain the same as before the Summer holidays	SMT	6 th Sept 2021	1 x 5 = 5
1 st aid during Coronavirus	x 5 =25	1) Social distancing will often need to be breached to carry out first aid. 2) Welfare staff could become infected with the virus whilst carrying out first aid 3) Welfare room could be a hot spot for the coronavirus	1) Welfare room to be used in emergencies or for suspected cases of coronavirus. First aider to report to the classroom instead of using welfare room. 2) Welfare staff to use gloves and mask 3) Additional time will be allocated for the cleaning and disinfecting of the welfare room if it is used 4) If welfare is used for other medical reasons throughout the day it must be sanitized immediately after use	Welfare staff to sanitise room after any use	K Manners/ A Smith	Ongoing	2 x 5 =10

Risk of infection due to lack of cleaning	x 5 = 15	1) It is reported that the virus can live on surfaces for up to 72 hours. If surfaces are not disinfected, the virus could be spread to anyone that comes into contact with the surface	1) All classrooms and areas of use to be cleaned daily by cleaning staff- additional focus on cleaning handles and surfaces touched by people. 2) All classrooms to be given a pack with the following:- <ul style="list-style-type: none">• Hand sanitising gel (pump action)• Disinfectant spray• Pack of cloths 3) Surfaces should be kept as clear as possible to help cleaning of the school	1) Spray, cloths and santiser to be replenished	P Scott	6 th Sept 2021	1 x 5 =5
Emotional distress of pupils	x 1 = 4	1) Pupils could be distressed and display challenging/emotional behavior 2) Pupils may have experienced death of a family member or friend which could affect them emotionally 3) Pupils may be scared to return to school	1) Restorative curriculum in place 2) We have purchased a number of books on how to deal with death and emotions 3) We have had 2 members of staff trained in bereavement counselling 4) We have our own play therapist and Educational Psychologist who can offer advice to anyone affected 5) Teachers will speak to pupils daily about their experiences 6) Zones of regulation are in place in the classrooms which enables pupils to talk about how they are feeling. 7) Program of mental health support with mentors in place. 8) Pastoral TA hired to help with emotional and behavioural issues/	1) Teachers need to speak to pupils daily	Teachers	2 nd Sept 2020	2 x 1 = 2
Emotional distress of staff	x 1 = 4	Staff could be distressed and display emotional behavior about returning to work Staff may be anxious to return to work Staff may have experienced death of a family member or friend	1) Ensuring staff are fully kept in the loop about any developments or changes to provision. 2) PPE available for anyone that wishes to wear it 3) Play therapist is available to support any staff members 4) Open policy from SMT about discussing all the issues 5) Any staff member that has experienced death of a family member will be given time off work to grieve and support their family.	1) SMT to communicate with staff 2) SMT to inform staff of Play therapist's availability		6 th Sept 2021	2 x 1 =2

Staff absences due to coronavirus	3 x 2 = 6	<ul style="list-style-type: none"> 1) Supervision rates get too low due to lack of staff 2) General health and safety risks due to lack of staff 3) Staff overworked due to low staff numbers causing stress 	<ul style="list-style-type: none"> 1) All staff are to monitor their own health and to report any symptoms of the virus or illness through the normal procedures for reporting sickness. 2) All staff are to be on standby to cover absent staff 3) In the event of a large amount of staff illness the school will close 4) Any staff member with COVID19 symptoms must have a PCR test before returning to work. Only if they receive a negative test can they return to work. 5) If a member of staff comes into contact with someone who has a confirmed case of COVID19 they will need to isolate for 10 days if they have not been double jabbed. All staff that are double jabbed can return to work, it is advised that you take a lateral flow test if you are a direct contact. 6) Most staff are under going lateral flow testing twice a week 7) If staff get a positive lateral flow test they must take a PCR test. If the PCR test is negative they can return to work. If it is positive they must follow government guidelines. 	<ul style="list-style-type: none"> 1) HT to remind staff of sickness policy at staff meeting 2) Headteacher will make the decision to close the school in the event of high levels of staff absence. 3) HT to inform staff of rules on self isolating 	C Crosdale C Crosdale C Crosdale	6 th Sept 2021	1 x 2 = 2
Lack of social distancing in Staffroom	4 x 5 = 20	<ul style="list-style-type: none"> 1) Staff could transmit or catch the virus whilst in the staffroom 2) Using the same coffee cups could transmit the virus 3) Using the same cutlery, plates and bowls as others could transmit the virus 	<ul style="list-style-type: none"> 1) Staffroom to be limitations have been removed 2) Second staffroom in the cooking room to be returned to a teaching room. Staff should return to the staffroom for breaks and lunch. Cups of tea can be made using the cooking room, however staff must clean up after themselves as the cooking room is not cleaned as often as the staffroom. 3) Staff to put their name on thermal cup and keep using the same cup. Each cup needs to be put in the dishwasher at the end of the day. 4) Staff to put all cups, plates and cutlery in the dishwasher at the end of their lunch break. 	Staff to be informed of changes to cooking room use	SMT	6 th Sept 2021	2 x 5 = 10
Staff & pupils travelling by public transport	3 x 5 = 15	<ul style="list-style-type: none"> 1) Staff and pupils travelling by public transport could spread the virus around the school 	<ul style="list-style-type: none"> 1) Any staff member or pupil that travels to and from school via public transport will need to wear PPE. Mask must be worn 				

Suspected case of COVID 19 in school could transmit the virus	3 x 5 =15	<ol style="list-style-type: none"> 1) Pupils or staff could show symptoms of the virus whilst in school and could transmit the virus to others 	<ol style="list-style-type: none"> 1) Welfare room to be used for a case of suspected COVID19 to isolate a symptomatic person 2) PPE provided to welfare staff that must be used 3) Parents are to be informed of protocol for dealing with a case of COVID 19 in the school. 4) If a case of COVID19 is confirmed a letter will be sent to that class informing them, however there is no need to self isolate unless the staff members in that class are not double jabbed. 5) All confirmed cases of COVID19 are reported to the DfE and Ealing Council 6) The Academy will engage with NHS Test and Trace 	All cases to be reported to EC and DfE	C Crosdale /M Bailey		2 x 5 =10
General issues that could cause the spread of the coronavirus	3 x 5 = 15	<ol style="list-style-type: none"> 1) Lack of ventilation in classroom 2) Virus could be spread via the use of water fountains 3) Outside play equipment could spread the virus 4) PPE for staff- personal choice 5) Use of photocopies and kitchen equipment could spread the virus 6) The virus could be spread buy pupils bringing in birthday treats for their class from home 	<ol style="list-style-type: none"> 1) Classrooms to open windows to ensure adequate ventilation for any rooms pupils and staff are in. ensure you keep a heat/ventilation balance 2) Water fountains are not to be used. All pupils must bring their own water bottle to school. This water bottle will be used during lunch and playtimes. 3) It is up to individual staff and pupils if they wish to wear PPE or not during the school day. 5) Any pupils or staff that travel to school by public transport will need to wear PPE for their journey. 	1)			1 x 5 = 5
Parents Entering the building	3 x 5 = 15	<ol style="list-style-type: none"> 1) Parents could bring the virus into the school on parents evening or at class assemblies infecting staff and other parents 2) Staff could pass the virus onto parents that attend parents evening or class assemblies 	<ol style="list-style-type: none"> 1) Parents will allowed entry to the school for events such as assembly and parents evening. Ventilation of areas will be required. 2) Meetings between staff and parents can now resume in a well ventilated area 				1 x 5 = 5
Trips, workshops, After school clubs	3 x 5 = 15	<ol style="list-style-type: none"> 1) Pupils and staff could be exposed to the virus on a trip 2) Lack of parent volunteers on trips could lead to accidents 3) A person carrying out a workshop could bring the virus into the school infecting pupils and staff. 4) The virus could spread between bubbles during after school clubs 	<ol style="list-style-type: none"> 1) Trips and visits can begin again 2) Trips that require the use of Public Transport will be limited for the time being 3) After school clubs can begin again including across phases 				1 x 5 = 5

Swimming Lessons Y4	3 x 5 = 15	1) Pupils and staff could contract or transmit the virus at the swimming pool or in the changing rooms	1) Swimming lessons are now taking place. 2) Due to lack of lessons for year 4 last year, Year 5 and Year 4 pupils will take part in swimming lessons in 2021-22					1 x 5 = 5											
Wrap Around Care	2 x 5 = 10	1) BPA now operate the Breakfast and After school wrap around care. The club will follow the same safety protocols as the school.	1) All wrap around care staff are undergoing lateral flow testing. 2) If 2 pupils or staff that attend WAC test positive for COVID19 WAC will be shutdown for an isolation period and deep clean.					1 x 5 =5											
STARTING RISK RATING	4 x 5 =20															FINAL RISK RATING			2 x 5 =10
Assessment Undertaken By	Melanie Bailey	Date Created	27 th May 2020	Reviewed On	21 st May 2020	By Govs	Reviewed On	8 th June 2020	By SMT	Reviewed On	20 th July 2020	By SMT	Reviewed On	4 th March 2021	By SMT	Reviewed On	2 nd Sept 2021	By SMT	