



## BRENTSIDE PRIMARY ACADEMY RISK ASSESSMENT

### Activity COVID19- SCHOOL REOPENING- March 2021

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
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 &amp; parents could bring the virus into the school</p>	<p>1) Staggering start times for the year groups</p> <ul style="list-style-type: none"> <li>Nursery 8.30am</li> <li>Rec Yr 1 &amp; Yr 2 9.00am</li> <li>Yr 3, Yr 4, Yr 5 &amp; Yr 6 8.45am</li> </ul> <p>2) Staggering collection times</p> <ul style="list-style-type: none"> <li>Nursery 11.45am</li> <li>Rec Yr 1 &amp; Yr 2 3.25pm (Fri 2.30pm)</li> <li>Yr 3, Yr 4, Yr 5 &amp; Yr 6 3.15pm (Fri 2.20pm)</li> </ul> <p>3) One way system for entering the premises</p> <p>4) One way system within the school building</p> <p>5) Each year group enters the building via a designated entrance.</p> <p>6) Only nursery parents will be allowed to enter the building, all other parents are only allowed into the KS1 playground. PPE will be encouraged</p> <p>7) Pupils &amp; staff to wash their hands on arrival.</p> <p>8) Home School Agreement (HSA) with new rules and restrictions to be produced and put on website. No signature required.</p> <p>9) A temporary admin desk will be set up outside. Staff at the desk will wear PPE and answer any parent queries.</p> <p>10) We are encouraging only one adult to drop off and collect pupils</p> <p>11) Parents/guardians are asked not to hang around after drop off and collection either the playground or outside the gate</p>	<p>1) Letter to be sent to parents with start times &amp; rules</p> <p>2) Parents need to be sensible when entering the school playground</p> <p>3) Pupils, staff &amp; parents need to adhere social distancing rules</p> <p>4) Barriers to remain on entrance walkway. Repairs to be made</p> <p>5) One way signage to be renewed</p> <p>6) Set up temp admin desk</p>	<p>SMT</p> <p>Parents</p> <p>Everyone</p> <p>M Bailey</p> <p>M Bailey</p> <p>M Bailey</p>	2 <sup>nd</sup> Sept 2020	1 x 5 = 5
Lack of social distancing in the classroom	5 x 5 = 25	Pupils & staff could transmit the virus	<p>1) Maximum of 60 pupils in a bubble (year group)</p> <p>2) Desks rearranged to face the front of the class</p> <p>3) When exiting the classroom, pupils to social distance from other bubbles</p>	<p>1) Classroom rules to be established</p> <p>2) Teachers to explain rules to pupils and remind them daily</p>	<p>SMT</p> <p>Class teacher</p>	2 <sup>nd</sup> Sept 2020	2 x 5 = 10

Lack of social distancing in Reception	5 x 5 = 25	Pupils & staff could transmit the virus	<ol style="list-style-type: none"> <li>1) Pupils regularly told to social distance from other bubbles</li> <li>2) Explanation/demonstration of what social distancing means</li> <li>3) Children will all have an allocated space to sit on when on the carpet</li> <li>4) Adults will provide equipment and resources as needed for the pupils</li> </ol>	1) Equipment to be cleaned after use by Teachers and TAs	Teachers TAs	Ongoing	2 x 5 =10
Lack of social distancing using toilets & poor hygiene	3 x 5 = 15	Pupils & staff could transmit the virus	<ol style="list-style-type: none"> <li>1) Limit toilet use to 4 people at a time</li> <li>2) Member of staff to police toilets during playtimes/lunch</li> <li>3) Pupils/staff to wash their hands after using toilets</li> </ol>				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	<ol style="list-style-type: none"> <li>1) Only 60 pupils in the designated areas of playgrounds at once. (Playgrounds split into half)</li> <li>2) Pupils reminded to social distance from other bubbles before play time starts</li> <li>3) Pupils supervised during play times</li> <li>4) Staff to maintain social distancing unless there is an accident requiring 1<sup>st</sup> aid</li> </ol>	1) Teachers to remind pupils of rules	Teachers	2 <sup>nd</sup> Sept 2020	2 x 5 =10
Lack of social distancing in corridors	4 x 5 = 20	Pupils & staff could transmit the virus whilst in the corridors	<ol style="list-style-type: none"> <li>1) We will be implementing a one way system in the corridors</li> <li>2) Movement around the school will be limited</li> <li>3) Pupils to go to the toilet 1 at a time during class time, however during playtimes up to 4 pupils can use the toilet at one time</li> <li>4) Corridors are wide enough to maintain social distancing</li> <li>5) Staff required to wear masks/face coverings in communal areas and when travelling around the school.</li> <li>6) Most staff are undertaking lateral flow testing twice a week.</li> </ol>	1) Staff to be reminded to wear face coverings in communal areas	C Crosdale		2 x 5= 10
Lack of social distancing in the lunch hall	5 x 5 = 25	Pupils & staff could transmit the virus whilst in the hall during lunchtime	<ol style="list-style-type: none"> <li>1) Pupils are to eat lunch in their classrooms not the lunch hall</li> <li>2) TAs or SMSA to clean up any rubbish and mess from lunchtime</li> <li>3) Lunch menu's with limited choices to be produced. Tick list daily of each pupil's lunch choices to be given to the kitchen</li> <li>4) TAs to collect some lunches from the kitchen at their designated time slot.</li> <li>5) Kitchen staff to deliver some lunches to classrooms</li> <li>6) Disposable packaging and cutlery to be used</li> </ol>	<ol style="list-style-type: none"> <li>1) TAs &amp; SMSA to be informed about rules</li> <li>2) Pupils to be informed about rules</li> <li>3) Lunch collection times to be arranged</li> <li>4) Kitchen staff to do lateral flow testing.</li> </ol>	Teachers  SMT	2 <sup>nd</sup> Sept 2020	1 x 5 = 5

Contact using shared resources	5 x 5 =25	Pupils & staff could transmit the virus when using shared resources	<ol style="list-style-type: none"> <li>1) Pupils are to be issued with individual stationery packs which they will keep in their trays for the duration of social distancing measures to reduce the amount of shared resource use.</li> <li>2) Any shared resources between bubbles that have to be used will be wiped down with sanitising wipes before and after use.</li> <li>3) Music room is out of use</li> <li>4) ICT room can be used on a timetabled basis. All computers and equipment to be sanitised after each use</li> <li>5) Shared resources (i.e. reading books) in class must be stored in a box for 72 hours before being cleaned and reused</li> <li>6) ICT room has a screen for the middle section to protect pupils</li> <li>7) Individual boxes of PE equipment will be put together for each bubble</li> </ol>	<ol style="list-style-type: none"> <li>1) Stationery packs to be made up</li> <li>2) Additional stationery to be ordered</li> </ol>	A Smith P Scott	2 <sup>nd</sup> Sept 2020	2 x 5 =10
Spreading Virus through close contact 1:1 & Restraint	5 x 5 = 25	<p>Virus could be spread due to close contact of 1:1 support for pupils with EHCP</p> <p>Virus could be spread due to close contact if a pupil has to be restrained</p>	<ol style="list-style-type: none"> <li>1) 1:1 support for pupils- TA will keep at least 1M distance from pupil. They will be given their own table to work from where the TA can keep a safe distance</li> <li>2) All TAs have the option to wear PPE whilst dealing with 1:1 pupils</li> <li>3) Personalised risk assessments will be produced for any pupil's possible requiring restraint</li> <li>4) Personalised risk assessments will be produced for any pupil's with EHCPs</li> </ol>	<ol style="list-style-type: none"> <li>1) SMT to speak to 1:1 TAs</li> <li>2) Pupils that could require restraint to be identified by SENDCo.</li> <li>3) Personalised risk assessments required</li> </ol>	<p>SMT</p> <p>P O'Leary</p> <p>P O'Leary</p>	2 <sup>nd</sup> Sept 2020	1 x 5 =5
1 <sup>st</sup> aid during Coronavirus	x 5 =25	<ol style="list-style-type: none"> <li>1) Social distancing will often need to be breached to carry out first aid.</li> <li>2) Welfare staff could become infected with the virus whilst carrying out first aid</li> <li>3) Welfare room could be a hot spot for the coronavirus</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2) Welfare staff to use gloves and mask</li> <li>3) Additional time will be allocated for the cleaning and disinfecting of the welfare room if it is used</li> <li>4) If welfare is used for other medical reasons throughout the day it must be sanitized immediately after use</li> </ol>	Welfare staff to sanitise room after any use	K Manners/ A Smith	Ongoing	2 x 5 =10

Transmission of virus between groups in the school	x 5 =20	1) Pupils and staff could transmit the virus throughout the whole school	1) Groups of pupils will remain inside their 'bubble'. Each bubble will consist of a maximum of 60 pupils and 4-5 staff members inside the building 2) As much as possible, the staff members will remain the same (absence dependent) 3) Any supervision within the school building will be the staff members within the 'bubble' 4) Outside supervision of pupils will include other members of staff who must maintain social distancing, unless it is a medical emergency 5) Shared rooms such as the ICT suite must be disinfected after use by staff members. Cleaning equipment to be left in the ICT room 6) Specialist teachers (Art, music, Spanish) to deliver curriculum whilst maintaining social distancing. They must wash their hands and clean any equipment before entering another bubble.	1) Staff to be informed of 'bubble' rules 2) ICT room to be wiped down after every use	SMT  Staff  M Bailey	2 <sup>nd</sup> Sept 2020	1 x 5 = 5
Risk of illness of vulnerable staff and family members	x 5 =15	1) Vulnerable staff members could catch the virus with severe results 2) Vulnerable pupils could catch the virus with severe results 3) Staff members could infect a vulnerable family member 4) Pupils could infect a vulnerable family member	1) The Government have stated all vulnerable people can leave their homes from the 31 <sup>st</sup> March 2021. 2) The Government have stated that school attendance will become mandatory again from 8 <sup>th</sup> March 2021 3) We will follow Government guidelines issued regarding vulnerable pupil and staff should there be a further outbreaks of the virus. 4) Most staff are under going lateral flow testing twice a week.				1 x 5 =5
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) Any shared resources between bubbles are to be cleaned before and after use 3) All classrooms to be given a pack with the following:- <ul style="list-style-type: none"> <li>• Hand sanitising gel (pump action)</li> <li>• Disinfectant wipes</li> <li>• Box of tissues</li> <li>• Disinfectant spray</li> <li>• Pack of cloths</li> </ul> 4) All used cloths are to be put in the washing machine at the end of the day. 5) Surfaces should be kept as clear as possible to help cleaning of the school	1) Shared resources cleaned after use	TAs/Teachers	2 <sup>nd</sup> Sept 2020	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 <sup>nd</sup> 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) Regular contact made with staff during lockdown via email to keep them informed. 3) PPE available for anyone that wishes to wear it 4) Play therapist is available to support any staff members 5) Open policy from SMT about discussing all the issues 6) 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		2 <sup>nd</sup> Sept 2020	2 x 1 = 2

Staff absences due to coronavirus	x 2= 6	<ul style="list-style-type: none"> <li>1) Supervision rates get too low due to lack of staff</li> <li>2) General health and safety risks due to lack of staff</li> <li>3) Staff overworked due to low staff numbers causing stress</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>2) All staff are to be on standby to cover absent staff</li> <li>3) In the event of a large amount of staff illness the school will close</li> <li>4) Any staff member with COVID19 symptoms must have a test before returning to work. Only if they receive a negative test can they return to work.</li> <li>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</li> <li>6) All staff that go outside into the playground when parents are there will need to wear a mask/visor</li> <li>7) All staff to wear face covering in communal areas and when travelling around the building</li> <li>8) Most staff are under going lateral flow testing twice a week</li> </ul>	<ul style="list-style-type: none"> <li>1) HT to remind staff of sickness policy at staff meeting</li> <li>2) Headteacher will make the decision to close the school in the event of high levels of staff absence.</li> <li>3) HT to remind staff of need to self isolate at staff meeting</li> <li>4) Staff to be reminded to wear face coverings</li> </ul>	<p>C Crosdale</p> <p>C Crosdale</p> <p>C Crosdale</p>	2 <sup>nd</sup> Sept 2020	1 x 2 =2
Lack of social distancing in Staffroom	x 5 =20	<ul style="list-style-type: none"> <li>1) Staff could transmit or catch the virus whilst in the staffroom</li> <li>2) Using the same coffee cups could transmit the virus</li> <li>3) Using the same cutlery, plates and bowls as others could transmit the virus</li> </ul>	<ul style="list-style-type: none"> <li>1) Staffroom to be limited to 8 people per time</li> <li>2) Second staffroom to be arranged in the cooking room to help reduce numbers</li> <li>3) Second staff room limited to 4 at a time</li> <li>4) Staff advised to keep use of staffrooms to a minimum, just prepare food and eat it in classroom if possible.</li> <li>5) Staff members to wipe down where they have sat and eaten when they finish.</li> <li>6) 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.</li> <li>7) Staff to put all cups, plates and cutlery in the dishwasher at the end of their lunch break.</li> </ul>		M Bailey	2 <sup>nd</sup> Sept 2020	2 x 5 = 10

Lack of social distancing at mass gatherings/ meetings	x 5 =25	1) Staff, pupils & parents could transmit or catch the virus at mass gatherings or meetings	1) Meetings between staff are to be held in rooms where social distancing rules can be observed. 2) Meetings to only be held if necessary. 3) Governors meetings will be held remotely until further notice.	1) Staff to be reminded about meeting rules	SMT	2 <sup>nd</sup> Sept 2020	1 x 5 = 5
Staff & pupils travelling by public transport	3 x 5 = 15	1) Staff and pupils travelling by public transport could spread the virus around the school	1) Any staff member or pupil that travels to and from school via public transport will need to wear PPE. Mask must be worn 2) The PPE will need to be removed and disposed of safely before entering the building. 3) New PPE can be worn if the staff member of pupil wishes to wear PPE throughout the day			2 <sup>nd</sup> Sept 2020	
Suspected case of COVID 19 in school could transmit the virus	3 x 5 =15	1) Pupils or staff could show symptoms of the virus whilst in school and could transmit the virus to others	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 all staff and pupils within the 'bubble' of the infected person will be notified and told to isolate for 14 days along with their family. 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 <sup>nd</sup> Sept 2020	2 x 5 =10

General issues that could cause the spread of the coronavirus	3 x 5 = 15	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 through children picking up fruit then putting it back 7) The virus could be spread by pupils bringing in birthday treats for their class from home	1) Classrooms to open windows to ensure adequate ventilation for any rooms pupils and staff are in. 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) Any masks and gloves worn to school by pupils will need to be stored carefully if removed whilst at school- stored in small bags. 4) 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 and remove that PPE and put it into a plastic bag prior to entering the school building. Any PPE worn on public transport <b>must not</b> be worn into the school building. 6) Ensure you wash your hands after using photocopiers and kitchen equipment such as the kettle or microwave. 7) Fruit will be issued to KS1 pupils in their bubble, Separate bowls will be used for each class. 8) Bagels as part of the magic breakfast scheme will continue but be delivered to the classroom and prepared by someone wearing PPE. 9) Only individually wrapped items can be brought into the school for birthday treats to be handed out, no home made items.	1) Bags to be issued to all pupils that bring masks 2) Staff to be informed about PPE as a choice 3) Plastic bags to be available at entrances for any pupils to dispose of PPE for public transport journeys	M Bailey  SMT  K Manners	2 <sup>nd</sup> Sept 2020	1 x 5 = 5
Parents Evenings and Assemblies	3 x 5 = 15	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	1) Parents will not be permitted to attend any assembly's until further notice 2) Parents evening will be via the phone .	1) Exact details of how parents evening would work will be arranged by the SMT following guidelines nearer the event.	SMT	Autumn Term	
Parental Complaints/ Meetings	2 x 5 = 10	1) The procedure for dealing with parental complaints will be adjusted for during the need for social distancing	1) Parents/Guardians will need to firstly make their complaint in writing or via the telephone. BPA will attempt to resolve the issue without the need for a meeting. 2) If a meeting is required to resolve the issue it will be with a SMT member and take place in the HT or DH office. Everyone must wash their hands prior to the meeting and PPE is recommended for both parties during the meeting. The area will be sanitised after the meeting.			2 <sup>nd</sup> Sept 2020	

Training & Staff meetings	3 x 5 = 15	1) Staff members from different bubbles could transmit the virus at staff meetings or staff training events	1) Whole school staff meetings to take place in the hall so chairs can be spaced out facing the front of the hall to allow for social distancing. All chairs are to be sanitised after use. 2) Smaller staff meetings can take place in larger classrooms that ensure social distancing can be maintained. All chairs are to be sanitised after used 3) Training to take place in the hall or in small groups. If possible, it is to take place remotely.				
Trips, workshops, After school clubs	3 x 5 = 15	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	1) Trips that require the use of transportation have been cancelled until further notice 2) Local trips & visits where social distancing can be maintained that do not require parent volunteers will be considered by the SMT for Summer Term 3) BPA will review trips for the Summer Term 4) Anybody providing a workshop must maintain social distancing whilst carrying out the workshop. Any equipment or resources used must be sanitised before it is used by another bubble 5) BPA run after school clubs are to be offered to year group bubbles only. Not multiple years as previously operated. Single years only. 6) The member of staff running the after school club for each year group will already be a member of that year group's bubble.				
Art Cupboard	2 x 5 = 10	1) Staff could spread the virus into the class 3 blue bubble by going into the art cupboard.	1) The art cupboard is located in class 3 Blue. Staff are not permitted on enter another bubble during the school day. Art supplies must be collected before or after the school day to reduce the spread of the virus between bubbles 2) All staff need to plan the use of art equipment and collect it before or after school hours 3) 1 member of staff only in the art cupboard at once.				
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 have been postponed for the Spring Term. The local swimming pool at Gurnell has closed and we would need to get a coach to a swimming pool further away. Trips using transport have been suspended for Spring term 2) BPA will review swimming for the Summer Term				

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) Pupils are kept socially distanced where possible 2) Equipment to be sanitised after use 3) Staff to keep 2M distance from parents when pupils are collected 4) Staff to wear masks when going outside to talk to parents 5) Numbers attending the club are currently restricted to 13 pupils. 6) All wrap around care staff are undergoing lateral flow testing.														
STARTING RISK RATING	4 x 5 =20															FINAL RISK RATING				2 x 5 =10
Assessment Undertaken By	Melanie Bailey	Date Created	27 <sup>th</sup> May 2020	Reviewed On	21 <sup>st</sup> May 2020	By Govs	Reviewed On	8 <sup>th</sup> June 2020	By SMT	Reviewed On	20 <sup>th</sup> July 2020	By SMT	Reviewed On	4 <sup>th</sup> March 2021	By SMT	Reviewed On		By		