



Risk Assessment Form (RA1)

Department: <i>Children's Services</i>	Service: <i>Education</i>	Reference: <i>Grange View CE First School</i>	
Activity: <i>Use of face coverings in Schools and Educational Settings</i> <i>Version 5 updated 12/05/2021 (See GREEN text for updates; also recorded in Document History)</i> <i>This update is based on the revised government guidance for schools returning on 8 March and the updated specific guidance on face coverings in educational settings</i> <i>This is a model risk assessment designed to assist Headteachers in making an informed decision on whether to implement, as part of their Covid risk assessment, the wearing of face coverings by staff, pupils and visitors, within certain areas of the school.</i>		Site: <i>Grange View CE First School</i> <i>Grange Road</i> <i>Widdington</i> <i>Morpeth</i> <i>NE61 5LZ</i>	
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>		Additional Information: guidance on completion: risk assessment form <i>Refer to existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i> <i>Government/Public Health England Advice: https://www.gov.uk/coronavirus</i> <i>NCC Advice: http://staff/Communications/Coronavirus-information.aspx</i> <i>HSE Advice: https://www.hse.gov.uk/index.htm</i> <i>DFE Advice: Face coverings in education - GOV.UK / government guidance for schools</i> <i>WHO Advice - Q&A: Children and masks related to COVID-19</i> <i>PHE - How to make a cloth face covering</i> <i>COVID-19 in Northumberland - Public Health Dashboard</i> NCC School Risk Assessment Template	
Name of Person Completing Form:	Job Title:	Date:	Review Date:

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Inappropriate decision to implement wearing of face coverings in school</i></p>	<p>All staff, pupils, visitors</p>	<p>H</p>	<p>During Periods of <u>National or Local Rules</u> <i>National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings. Any local rules implemented by the Local Action Committee to re-introduce the wider wearing of face coverings due to a local outbreak of Covid are followed.</i></p> <p><u>Year 7 and above</u> Face coverings are worn by adults and pupils in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain, such as corridors, and also in classrooms.</p> <p><u>Primary/Middle/Early Years/Special school (years 1 to 6)</u> Face coverings are worn by staff and visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) [children are not required to wear these]</p> <p><i>Face coverings are worn by members of staff or visitors in areas outside the classroom where social distancing is not possible (e.g. Corridors).</i></p> <p><i>Face coverings are worn by pupils in year 7 and above when travelling on dedicated school transport.</i></p>		<p><i>[Perspex face visors/face shields are not an adequate substitution as they are unlikely to offer protection against aerosol transmission and therefore would need to be worn alongside a face covering].</i> ONLY USE Medical or double fabric face masks in school</p> <p>Out of School Settings</p> <p><i>Face coverings are to be used where it is a requirement of an indoor setting and where the activity is taking place in an area in which children in year 7 and above or staff are likely to come into contact with other members of the public and/or where social distancing cannot easily be maintained.</i></p> <p><i>When delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils are exempt from the legal requirement to wear a face covering</i></p>

Risk Assessment

This risk assessment has been undertaken in light of national guidance in relation to the use of face covering in schools and with consideration to the following [some of the controls below may only be relevant during times when the wider use of face coverings are recommended for pupils/staff/visitors but are useful to help you complete your own RA]:

- *National/local rules in place [review RA when these change]*
- *The ages of the young people within the establishment.*
- *The layout of the building makes it difficult to maintain social distancing. These areas have been assessed and are identified in this assessment [record details].*
- *The inability to stagger timetables/breaks/lunch to reduce the flow of pupils in communal areas, such as busy corridors/stairwells etc, at times when there is significant pupil movement. This will include arrival and departure times.*
- *the likelihood of contact with other persons or pupils outside of an established cohort group.*
- *Queuing e.g. ~~before boarding school transport,~~ outside classrooms, meal times etc. [edit as appropriate to your setting]*
- *Individual needs of pupils, including their ability to cope with face coverings, apply them safely or to be able to communicate effectively.*
- *To assist in managing high levels of anxiety amongst pupils, parents and staff. ~~However, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they may inhibit teaching and learning.~~*

if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff.

			<i>The control measures within the risk assessment are monitored regularly to ensure compliance and the risk assessment is kept under review and shared with staff.</i>		
<i>Inappropriate use and disposal of face coverings</i>	All staff, pupils, visitors <i>Potential exposure to live virus resulting in contracting Coronavirus.</i> <i>Inadvertent transmission to others.</i>	H	<i>Schools should have a process for removing face coverings when those who use face coverings arrive at school, and for when face coverings are worn at school. This process should be clearly communicated with staff and pupils with clear instructions on how to put on, remove, store and dispose of face coverings. The process should also cover: Required to wear a face covering and when they should wear it in the classroom prior to entering or leaving communal areas. Inappropriate; these should be kept on within classrooms for above where distancing cannot be maintained] the cleaning of hands before putting the face covering on and after taking the face covering off, for example when entering the classroom Hand sanitiser is provided in classrooms and pupils are encouraged to use it in its use. Face coverings should be stored in individual, sealable plastic bags between use. Steps should be taken to prevent the use of coverings which are inappropriate, worn, soiled or damaged etc. If disposable <u>reusable</u> face coverings are worn these should be put into a non-recyclable bin (general waste) after use.</i>		<i>School to maintain a supply of sealable plastic bags.</i> See Guidance on arrangement for disposal of waste World Health Organisation (WHO) - 'How to wear a fabric mask safely' video

<p>Individuals not wearing a face covering</p>	<p>All staff, pupils, visitors</p> <p>Potential exposure to live virus resulting in contracting Coronavirus.</p> <p>Inadvertent transmission to others.</p>		<p>Parents should provide face coverings for pupils. If pupils who are required to wear a face covering forget or are unable to provide one, the school has communicated alternative arrangements to parents, such as providing a disposable or reusable face covering.</p> <p>The establishment holds a stock of disposable face coverings for use by staff and pupils where needed.</p> <p>Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate. All visitors to wear face masks when inside school when in site but not outdoors.</p>	<p>Staff will already have access to face coverings of their choice for use in the community and these can be worn in school. If for any reason staff (or pupils if relevant) don't have access to a face covering, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.[transparent face coverings can be worn in this circumstance although evidence surrounding effectiveness in transmission of Covid is limited] The same exemptions will apply in education settings, and teachers and other staff should be sensitive to those needs.</p>
<p>Failure to communicate requirements for face coverings</p>			<p>A risk assessment has been undertaken to determine when and where face coverings should be worn. The outcome of this assessment has been communicated to all staff, pupils and parents and measures are in place to monitor and, where necessary, enforce compliance.</p> <p>Communications have been approved by the senior management team and issued as appropriate.</p>	<p>The requirement for the wearing of face coverings within classrooms by pupils in Year 7 and above has been communicated to pupils and parents.</p> <p>Pupils (and parents)/staff have been</p>

		<p>***Staff will continue to wear masks inside the school building when moving around but not in their class bubble.</p> <p>Lunchtime staff inside the hall will continue to wear masks until restriction ease further.</p> <p>Parents will continue to wear masks on school schite until restrictions are eased ****</p>	<p>reminded of the importance of ensuring face coverings are worn, <i>when needed</i>, and handled correctly and that hand hygiene is practised before and after touching a face covering. This is supported by the class teacher.</p>
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Document History

Item	Nature of change	Date of Update
<u>Inappropriate decision to implement wearing of face coverings in school</u>	From 17 May, in line with Step 3 of the roadmap, face coverings are no longer required to be worn by pupils and students in classrooms or communal areas or by staff in classrooms.	12/5/2021
<u>Inappropriate decision to implement wearing of face coverings in school</u>	Removal of reference to local tier arrangements and discretionary local decision by Headteacher. Additions - updates on latest government guidance for schools. Year 7 and above, face covering recommended to be worn in classrooms (where distancing cannot be achieved). Clarification regarding use of visors/face shields. Requirement to keep control measures under review/review risk assessment regularly.	02/03/2021
<u>Inappropriate use and disposal of face coverings</u>	Wording change to reflect changes in government guidance.	02/03/2021
<u>Individuals not wearing a face covering</u>	Wording change. Reference to transparent face coverings.	02/03/2021
<u>Failure to communicate requirements for face coverings</u>	Updated to reflect requirement to effectively communicate changes in the use of face coverings to staff, pupils and parents to help achieve compliance.	02/03/2021
<u>Inappropriate decision to implement wearing of face</u>	Links added to view prevalence of the virus in your area. Updated text to reflect requirements during periods of national and	17/11/2020

<u>coverings in school</u>	local rules [please note that the links to the <u>local COVID alert level framework</u> which have been added currently link by default to the national rules in place until 2 December, which supersede local rules. Once this period has ended, it is understood that areas will be placed into a category in the local Covid alert level]	
<u>Additional Information</u>	Link to updated guidance for the reopening of schools - including face coverings.	03/09/2020
<u>Inappropriate decision to implement wearing of face coverings in school</u>	Updated guidance on when to wear face coverings in school - including local lockdowns and face coverings in primary schools.	03/09/2020
<u>Inappropriate use and disposal of face coverings</u>	Updated guidance - process should be in place for wearing/removing face coverings.	03/09/2020
<u>Individuals not wearing a face covering</u>	Updated guidance on individuals who don't have access to a face covering.	03/09/2020
Document created	N/A	26/08/2020