



Risk Assessment Form (RA1)

Department: <i>Children's Services</i>	Service: <i>Education</i>	Reference:		
Activity: <i>Use of face coverings in Schools and Educational Settings</i> <i>Version 4 updated 02/03/2021 (See orange text for updates; also recorded in Document History) 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>Widdrington</i> <i>NE61 5LZ</i>		
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>		Additional Information: <u>guidance on completion: risk assessment form</u> <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> <u>NCC School Risk Assessment Template</u>		
Name of Person Completing Form: L Laaskey		Job Title: Head	Date:	Review Date: TBC by NCC/Government

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><u>During Periods of National Rules</u> <i>National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings. (under local rules this would be when an area moves to a “High” or “Very High” level under the local COVID alert level framework)</i></p> <p><u>Year 7 and above</u> <i>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.</i></p> <p><i>Face coverings are also worn by pupils in year 7 and above when travelling on dedicated school transport</i></p> <p><u>Primary/Middle/Early Years/Special school (years 1 to 6)</u> <i>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]</i></p> <p><u>Risk Assessment</u> <i>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:</i></p> <p>Schools that teach children in year 7 and above where the above national or local rules are not in place will</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></p> <p>A member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).</p> <p>Prevalence of the virus nationally can also be found using the link: Interactive Map.gov.uk</p> <p>In primary schools/Early Years/special schools and other settings where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staff rooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear face coverings.</p> <p>Where Middle school headteachers assess that the wearing of face</p>

		<p>have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, and it has been deemed appropriate in those circumstances. This can be determined by undertaking a risk assessment and it should be based on the following aspects:</p> <ul style="list-style-type: none"> ● The ages of the young people within the establishment. ● The prevalence of the virus in your area. This can be determined by using the <u>COVID-19 in Northumberland – Public Health Northumberland County Council</u> (this displays COVID-19 Positive Case Information in England – please note this is not live data, however, it does provide a general indication of levels from the previous week for the area and surrounding areas where pupils may travel from). ● The layout of the building makes it difficult to maintain social distancing. These areas have been assessed and are identified in this assessment – corridors, office area, lunchtime in the hall, staffroom. ● 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 	<p>coverings is required, this should only be for staff, visitors and pupils in year 7 and above for use in communal areas, such as corridors, and classrooms.</p> <p>Out of School Settings</p> <p>Face coverings are to be used where it is a requirement of the 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.</p>
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			<p>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.</p> <p>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.</p>	
Inappropriate use and disposal of face coverings	<p>All staff, pupils, visitors</p> <p>Potential exposure to live virus resulting in contracting Coronavirus.</p> <p>Inadvertent transmission to others.</p>	H	<p>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. (see at end of this document) The process should also cover:</p> <ul style="list-style-type: none"> Who is required to wear a face covering and when they should wear it covering in the classroom prior to entering or leaving communal areas. [amend as appropriate; these should be kept on within classrooms for year 7 and above where distancing cannot be maintained] Ensuring 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 supervised in its use. Safe storage in individual, sealable plastic bags between use. Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc. 	<p>School to maintain a supply of sealable plastic bags.</p> <p>See Guidance on arrangement for disposal of waste</p> <p>World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</p>

			<ul style="list-style-type: none"> Where <i>disposable</i> face coverings are worn these should be put into a bin bag in a non-recyclable bin (general waste) after use. 	
<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>Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment.</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.</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. Staff must use their own masks and school will supply spares when required.</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>A member of the senior management team is tasked to oversee periodic monitoring of the prevalence of the virus in the area of the school or educational setting (at least weekly is advised to keep in line with data releases COVID-19 Positive Case Data).</p> <p>Communications have been drafted and approved by the senior management team and issued as appropriate in readiness for issue in the event of local restrictions being imposed</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 reminded of the importance of ensuring face coverings are worn 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
Inappropriate decision to implement wearing of face coverings in school	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
Inappropriate use and disposal of face coverings	Wording change to reflect changes in government guidance.	02/03/2021
Individuals not wearing a face covering	Wording change. Reference to transparent face coverings.	02/03/2021
Failure to communicate requirements for face coverings	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
Inappropriate decision to implement wearing of face coverings in school	Links added to view prevalence of the virus in your area. Updated text to reflect requirements during periods of national and local rules [please note that the links to the <i>local COVID alert level framework</i> 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	17/11/2020

	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

How to wear a face covering (extract from: *Face coverings: when to wear one, exemptions and how to make your own' December 2020*)

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.