

Risk Assessment Form (RA1)

Department:	Service:	Reference:
Activity: <i>Use of face coverings in Schools and Educational Settings</i> <i>Version 2 updated 03/09/2020 (See coloured text for updates; also recorded in Document History)</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>Bellingham Middle School, Redesmouth Road, Bellingham, NE48 2EN</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 / Guidance for full opening: schools - GOV.UK</i> <i>WHO Advice - Q&A: Children and masks related to COVID-19</i> <i>PHE - How to make a cloth face covering</i> <u>NCC School Risk Assessment Template</u>
Name of Person Completing Form: Lindsay Hamilton		Job Title: Headteacher Date: 17th September 2020 Review Date: 9/10/20

Hazard	Risk and who is affected	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)
<i>Inappropriate decision to implement wearing of face coverings in school</i>	<i>All staff, pupils, visitors</i>	<i>H</i>	<p><i>Face coverings are required to be worn by young people aged 11 or over when using school or public transport. Face coverings will also need to be worn in school corridors which are our only communal areas (although this will remain under review).</i></p> <p><i>We will consider the following when decision making:</i></p> <ul style="list-style-type: none"> <i>• Whether our establishment is within an area where additional local restrictions (“lockdown areas”) apply.</i> <i>• Only half of the young people within the establishment are age 11 and over.</i> <i>• The prevalence of the virus in our area. This will be determined by using the ArcGIS Web Application (it provides a general indication of levels from the previous week for the area and surrounding areas where pupils may travel from).</i> <i>• Areas where the layout of the building makes it difficult to maintain social distancing.</i> <i>• The likelihood of contact with other persons or pupils outside of an established cohort group. Queuing e.g. before boarding school transport.</i> <ul style="list-style-type: none"> <i>• Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively.</i> <i>• 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.</i> 	<i>M</i>	<i>SLT 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).</i>

<p><i>Inappropriate use and disposal of face coverings</i></p>	<p>All staff, pupils, visitors</p> <p><i>Potential exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Inadvertent transmission to others.</i></p>	<p><i>H</i></p>	<p>Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings.</p> <p>Covering:</p> <ul style="list-style-type: none"> • The need for pupils to put on and take off their face covering in the classroom (and if required inside the building in future, prior to entering or leaving communal areas) • Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. 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. • Where disposable face coverings are worn these should be put into a bin bag in a lidded non-recyclable bin after use. 	<p><i>M</i></p>	<p><i>School to maintain a supply of sealable plastic bags.</i></p> <p>See <u>Guidance on arrangement for disposal of waste</u></p> <p><u>World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</u></p> <p>School has a stock of PPE face covering which could be used should a young person present without or with a damaged face covering.</p>
--	--	-----------------	---	-----------------	--

<p><i>Individuals not wearing a face covering</i></p>	<p>All staff, pupils, visitors</p> <p><i>Potential exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Inadvertent transmission to others.</i></p>		<p><i>Face coverings are not required by law for employees as employers already have a legal obligation to provide a safe working environment. If the school covid risk assessment determines there are areas within the school where this cannot be achieved through social distancing (such as busy corridors etc), the use of face coverings may be considered.</i></p> <p><i>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.</i></p> <p><i>The establishment holds a stock of disposable face coverings for use by staff and pupils where needed.</i></p> <p><i>Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate.</i></p>		<p><i>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, this will be provided by the school.</i></p> <p><i>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. The same exemptions will apply in education settings, and teachers and other staff should be sensitive to those needs.</i></p>
<p><i>Failure to communicate requirements for face coverings</i></p>		<p><i>H</i></p>	<p><i>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 and pupils and measures are in place to monitor and, where necessary, enforce compliance.</i></p> <p><i>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).</i></p>	<p><i>L</i></p>	

			<i>Communications have been drafted and approved by the senior management team in readiness for issue in the event of local restrictions being imposed</i>		
--	--	--	--	--	--

Document History

Item	Nature of change	Date of Update
<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