

Risk Assessment Form (RA1)

Department: Schools	Service: Education	Reference:
Activity: Use of face coverings in Schools and Educational Settings Version 5.1 updated 17/05/2021 - changes to take effect from 17 May 2021 (See GREEN text for updates from 12 May and BLUE text for amendments made on 17 May; also recorded in Document History) This update is based on the revised government guidance for schools and the updated specific guidance on face coverings in educational settings 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.		Site: Whittingham C of E Primary Whittingham Alnwick Northumberland NE66 4UP
People at Risk: Staff, pupils, visitors, volunteers, parents, contractors <i>This RA has been an appendix to our main COVID 19 RA throughout the current pandemic since the decision was made by school in consultation with staff and Governors for staff, visitors and parents/ carers at drop off and pick up times to be asked to wear a face covering unless medically exempt. See red text for additional comments from school.</i>		Additional Information: guidance on completion: risk assessment form Refer to existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC. Government/Public Health England Advice: https://www.gov.uk/coronavirus NCC Advice: http://staff/Communications/Coronavirus-information.aspx HSE Advice: https://www.hse.gov.uk/index.htm DFE Advice: Face coverings in education - GOV.UK / government guidance for schools WHO Advice - Q&A: Children and masks related to COVID-19 PHE - How to make a cloth face covering COVID-19 in Northumberland - Public Health Dashboard NCC School Risk Assessment Template
Name of Person Completing Form: B Athey - Headteacher Date: 29.6.21 This RA is discussed and minuted at the weekly staff meeting and is a working document.		Job Title: Headteacher 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)
Inappropriate decision to implement wearing of face coverings in school	All staff, pupils, visitors	H	<p>During Periods of <u>National or Local Rules</u> National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings. <i>Any local rules/implemented by the Local Action Committee/Director of Public Health for Northumberland to re-introduce the wider wearing of face coverings due to a local outbreak of Covid are followed.</i></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> <i>Parents/carers are requested to wear face coverings when dropping off/collecting pupils.</i></p> <p><u>Risk Assessment</u> 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>[some of the controls below</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></p> <p>Out of School Settings 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</p>

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]. As a school staff we monitor this weekly and continue to make the decision to wear face coverings in communal areas and at drop off and pick up times and to ask parents, carers and visitors to also do so.
- High levels of community transmission locally. (See page 3). <https://www.northumberland.gov.uk/COVID-19-in-Northumberland.aspx>



- 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 [As a staff we have agreed to wearing face coverings in all communal areas listed below if there may be movement of staff between bubbles. The majority of the time social distancing can be maintained but we are adding this additional measure in place for the safety of our staff and pupils and to prevent multiple 'bubble' closures if a positive case were to be reported in school (eating and drinking in designated areas are exempt because we have rigorous social distancing in place).
- 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., outside classrooms, meal times etc.

maintained. Our school staff continue to uphold the school policy to wear face coverings and school continues with the decision to ask visitors and parents/ carers to wear face coverings at pick up and drop off time

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

Considering the above, the Covid control measures in place at the school are constantly reviewed and the school risk assessment updated and will be robustly followed and enforced.

		<ul style="list-style-type: none"> ● 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. <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>	<p>H 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. All staff are aware of this.</p> <p>The process should also cover:</p> <p>pupils required to wear a face covering and when they remove it</p> <p>The cleaning of hands before putting the face covering on and the face covering off. Hand sanitiser is provided in classrooms and supervised in its use.</p> <p>be in individual, sealable plastic bags between use.</p> <p>steps to prevent the use of coverings which are inappropriate, soiled, damaged etc.</p> <p>Disposable face coverings are worn these should be put into a bin bag or sealable bin (general waste) after use.</p>		<p>School to maintain a supply of sealable plastic bags. In place</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>

Individuals not wearing a face covering	<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.</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. <i>In place. Also to extend this to parents/ carers. Face coverings are available at no charge from school</i></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>
Failure to communicate		<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>Pupils (and parents)/staff have been reminded of the importance of ensuring face coverings are worn,</p>

requirements for face coverings			Communications have been approved by the senior management team and issued as appropriate.		<i>when needed, and handled correctly and that hand hygiene is practised before and after touching a face covering. This is supported by school staff.</i>
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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>	Although national guidance for schools on wearing of face coverings no longer advises these are worn by pupils, the Director of Public Health for Northumberland is recommending that in areas outside the classroom, where it has been assessed that social distancing cannot easily be maintained, these continue to be worn. Schools should also continue to ask parents to wear face coverings during drop off/pick up times or other times where social distancing is difficult to maintain. The volume of parents/ carers picking children up now that our staggered end of the day has been removed is such that the school decision is for the continued use of face coverings at drop off/ pick up times.	17/05/2021 Adults verbally reminded and written reminders on letters/ Blogs (see News page of school website)
<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. Although a staff decision and agreement has been made for staff to wear face coverings in school where necessary. Staff are consulted weekly about this and decisions are minuted in the staff meeting minutes.	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. Discretionary decision remains in place but is reviewed with staff weekly. 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 coverings in school</u>	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 <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]	17/11/2020
<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

