

Risk Assessment Form (RA1)

Department:	Service: <i>Education</i>	Reference: <i>Hillcrest School</i>
Activity: <i>Use of face coverings in Schools and Educational Settings</i>	Site: <i>School site including:</i> <ul style="list-style-type: none"> • <i>Main school building</i> • <i>Bungalow</i> • <i>6th Form Lodge</i> • <i>Mobile Class Rooms</i> • <i>Field</i> • <i>Park/Play Area</i> • <i>School Minibus and Car</i> • <i>Yurt</i> 	
People at Risk: <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	Additional Information: <u><i>guidance on completion: risk assessment form</i></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</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>NCC School Risk Assessment Template</i>	
Name of Person Completing Form: Job Title: <i>Hillcrest SLT</i>	<i>Andrea Mead, Debra Thompson, Alison Miller & Simone Finley</i> Date: <i>01/09/20</i>	Review Date: <i>Further Updates from Government or NCC</i>

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>	All staff, pupils, visitors	<i>H</i>	<p><i>A risk assessment should be undertaken to determine if face coverings are required and where and when they should be worn. This should be based on the following aspects:</i></p> <ul style="list-style-type: none"> <i>Whether your establishment is within an area where additional local restrictions (“lockdown areas”) apply.</i> <i>The ages of the young people within the establishment (age 12 and over)</i> <i>The prevalence of the virus in your area. This can be determined by using the ArcGIS Web Application (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).</i> <i>The layout of the building makes it difficult to maintain social distancing.</i> <i>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.</i> <i>the likelihood of contact with other persons or pupils outside of an established cohort group.</i> <i>Queuing e.g. before boarding school transport, outside classrooms, meal times etc.</i> <i>Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively.</i> 		<ul style="list-style-type: none"> <i>A member of the senior management team (Alison Miller) 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><i>Hillcrest Specific to reduce larger numbers in an area of school so that social distancing can be maintained:</i></p> <ul style="list-style-type: none"> <i>Little movement around school as Hillcrest run as primary model</i> <i>Almost all students enter and access classrooms by external classroom door – this naturally reduces traffic from corridors, only movement should be for toilet break or transition to cookery room (bubble transfer). 2 classes using main entry, but this will be staggered by staff as drop offs are managed by staff.</i> <i>Break times and lunch times have been staggered by</i>

			<ul style="list-style-type: none"> 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. 		<p><i>bubble group to minimise contact with others</i></p> <ul style="list-style-type: none"> <i>Lunch in classrooms to remove contact</i> <i>Students wait in classroom until taxi called (staff use walkie-talkies to radio)</i> <i>Students aged 11 – 18 however taught in single classroom with no movement for lessons except Forest School and cooking. This is only 1 class at a time.</i> <i>Classrooms are arranged with minimal furniture to enable distancing to be observed</i> <p><i>However, although we have set up our structure and environment to mitigate as many risks as possible, if staff and students want to wear a face covering this is their individual choice as long as they follow the correct procedure for handling and storing their mask when not in use. (this will be continually reviewed)</i></p>
<i>Inappropriate use and disposal of face coverings</i>	<p>All staff, pupils, visitors</p> <p><i>Potential exposure to live virus resulting in contracting Coronavirus.</i></p>	<i>H</i>	<p>Clear instructions are provided to staff and pupils on <u>how to put on, remove, store and dispose of face coverings</u>. Covering;</p> <ul style="list-style-type: none"> <i>The need for pupils to put on and take off their face covering in the classroom prior to entering or leaving communal areas.</i> <i>Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. Hand sanitiser is provided in</i> 		<p>School to maintain a supply of sealable plastic bags.</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><i>Hillcrest Specific:</i></p>

	<i>Inadvertent transmission to others.</i>		<i>classrooms and pupils are supervised in its use.</i> <ul style="list-style-type: none"> • <i>Safe storage in individual, sealable plastic bags between use.</i> • <i>Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc.</i> • <i>Where <u>disposable</u> face coverings are worn these should be put into a bin bag in a lidded non-recyclable bin after use.</i> 		<ul style="list-style-type: none"> • <i>All classrooms equipped with hand sanitiser and hand washing liquid</i> • <i>Staff instructed on requirements to regularly sanitise hands</i> • <i>Sealable plastic bags available for safe storage labelled for child</i> • <i>Used face coverings will be placed in sealed plastic bag and disposed of in snuffle station bin</i> • <i>Staff teams will produce visuals and social stories to ensure that pupils are able to use face coverings correctly.</i>
--	--	--	---	--	---

<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 don't have access to a face covering, this should 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>Hillcrest Specific</i></p> <ul style="list-style-type: none"> <i>• Small class sizes, de cluttered classes and very little movement around school will allow social distancing to be maintained in school</i> <i>• Parents asked to provide student with face covering that their child is comfortable with</i> <i>• Any students without a face covering who require one will</i>
---	--	--	--	---

					<p><i>be issued with a disposable face covering</i></p> <ul style="list-style-type: none"> <i>• Visitors policy applies with no visitors or contractors allowed on site without prior arrangements and made aware of need to sanitise etc</i>
<p><i>Failure to communicate requirements for face coverings</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>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <i>• Risk Assessment completed and shared with staff, governors and Trade Unions</i> <i>• Localised lock down will see further instructions provided to staff</i> <i>• SLT monitor virus updates for community areas</i> <i>• School closure instructions available if required</i>

			<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>		
--	--	--	--	--	--