

## Risk Assessment Form (RA1)

<b>Department:</b>	<b>Service:</b> <i>Education</i>	<b>Reference:</b> <i>Hillcrest School</i>
<b>Activity:</b> <i>Use of face coverings in Schools and Educational Settings</i>  <b>Version 6 updated 27/08/2021</b>  This update is based on the revised <a href="#">government guidance for schools</a> and the <a href="#">contingency framework</a> . <del>and the updated specific guidance on <a href="#">face coverings in educational settings</a></del>	<b>Site:</b> <i>School site including:</i> <ul style="list-style-type: none"> <li>• <i>Main school building</i></li> <li>• <i>Bungalow</i></li> <li>• <i>6<sup>th</sup> Form Lodge</i></li> <li>• <i>Mobile Class Rooms</i></li> <li>• <i>Field</i></li> <li>• <i>Park/Play Area</i></li> <li>• <i>School Minibus and Car</i></li> <li>• <i>Yurt</i></li> </ul>	
<b>People at Risk:</b> <i>Staff, pupils, visitors, volunteers, parents, contractors</i>	<b>Additional Information:</b> <a href="#">guidance on completion: risk assessment form</a> <i>Refer to existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</i>  <a href="#">School Outbreak Contingency Plan Template</a> [add link to your school's plan]	
<b>Name of Person Completing Form:</b> <i>Andrea Mead/Debra Thompson/Alison Miller</i> <b>Date:</b> <i>07/09/21</i>	<b>Job Title:</b> <i>Hillcrest SLT</i>	<b>Review Date:</b> <i>Further Updates from Government or NCC</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.*

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)
<i>Inappropriate decision to implement wearing of face coverings in school</i>	<b>All staff, pupils, visitors</b>	<i>H</i>	<p>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/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>The school outbreak management plan will be activated.</i></p> <p><i>Face coverings are worn by members of staff or visitors where they wish to do so, or during high periods of transmission.</i></p> <p><i>During periods of high transmission, parents/carers are requested to wear face coverings when dropping off/collecting pupils.</i></p> <p><u>Year 7 and above</u></p> <p><i>Following activation of the outbreak management plan, face coverings may be required to be worn by pupils.</i></p> <p><i>Face coverings are worn by pupils in year 7 and above when travelling on dedicated school transport.</i></p>	<i>L</i>	<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><b>Out of School Settings</b></p> <p><i>Face coverings are to be used where it is a requirement of an indoor setting.</i></p> <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"> <li><i>• Little movement around school as Hillcrest run as primary model, only cooking and PE This is only 1 class at a time.</i></li> <li><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. 2 classes using main entry, but this will be staggered by staff as drop offs are managed by staff.</i></li> </ul>

					<ul style="list-style-type: none"> <li>• Break times and lunch times are split into Key stages KS3 and KS4/5 to minimise contact with others</li> <li>• Lunch in classrooms to remove contact</li> <li>• Students wait in classroom until taxi called (staff use walkie-talkies to radio)</li> <li>• Classrooms are arranged with minimal furniture to enable distancing to be observed</li> <li>• All staff requested to wear face coverings at transport at start and end of day</li> <li>• All staff and students requested to wear face covering in corridors and communal areas</li> <li>• As a small school, with low class sizes, social distancing is possible with staff and students following guidance/recommendations within the risk assessment in place. 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 within the classroom environment 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)</li> </ul>
Inappropriate use and disposal of face coverings	<b>All staff, pupils, visitors</b>  Potential exposure to live virus resulting in	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 <a href="#">how to put on, remove, store and dispose of face coverings</a> . The process should also cover:		School to maintain a supply of sealable plastic bags.  See <a href="#">Coronavirus (COVID-19): disposing of waste - GOV.UK (www.gov.uk)</a>

	<p><i>contracting Coronavirus.</i></p> <p><i>Inadvertent transmission to others.</i></p>		<ul style="list-style-type: none"> <li>• <i>Who is required to wear a face covering and when they should wear it</i></li> <li>• <i>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.</i></li> <li>• <i>Safe storage in individual, sealable plastic bags between use.</i></li> <li>• <i>Arrangements to prevent the use of coverings which are inappropriate, soiled, damp or damaged etc.</i></li> <li>• <i>Where <u>disposable</u> face coverings are worn these should be put into a bin bag in a non-recyclable bin (general waste) after use.</i></li> </ul>	<p><a href="#"><u>World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</u></a></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <li>• <i>All classrooms equipped with hand sanitiser and hand washing liquid</i></li> <li>• <i>Staff instructed on requirements to regularly sanitise hands</i></li> <li>• <i>Sealable plastic bags available for safe storage labelled for child</i></li> <li>• <i>Used face coverings will be placed in sealed plastic bag and disposed of in snuffle station bin</i></li> <li>• <i>Staff teams will produce visuals and social stories to ensure that pupils are able to use face coverings correctly.</i></li> </ul>
<p><i>Individuals not wearing a face covering</i></p>	<p><b>All staff, pupils, visitors</b></p> <p><i>Potential exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Inadvertent transmission to others.</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, education settings should take steps to have a small contingency supply available to meet such needs.</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.</i></p>

					<p><i>[transparent face coverings can be worn in this circumstance although evidence surrounding effectiveness in transmission of Covid is limited]</i></p> <p><i>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"> <li>• <i>Small class sizes, de cluttered classes and very little movement around school will allow social distancing to be maintained in school</i></li> <li>• <i>Parents asked to provide student with face covering that their child is comfortable with</i></li> <li>• <i>Any students without a face covering who require one will be issued with a disposable face covering</i></li> <li>• <i>Visitors policy applies with no visitors or contractors allowed on site without prior arrangements and made aware of need to sanitise</i></li> <li>• <i>Students checked at end of day that they have their face covering on (where worn and not medically exempt) when leaving for transport</i></li> </ul>
Failure to communicate requirements for face coverings			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.		Pupils (and parents)/staff have been reminded of the importance of ensuring face coverings are worn, when needed, and handled correctly and that hand hygiene is practised

			Communications have been approved by the senior management team and issued as appropriate.		<p><i>before and after touching a face covering. This is supported by the class teacher.</i></p> <p><i>Hillcrest Specific:</i></p> <ul style="list-style-type: none"> <li>• Risk Assessment completed and shared with staff, governors and Trade Unions</li> <li>• Localised lock down will see further instructions provided to staff</li> <li>• SLT monitor virus updates for community areas</li> <li>• School closure instructions available if required</li> </ul>
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## Useful Links:

- 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](https://www.gov.uk/government/guidance/face-coverings-in-education)
- WHO Advice - [Q&A: Children and masks related to COVID-19](https://www.who.int/news-room/q-a-detail/q-a-children-and-masks-related-to-covid-19)
- PHE - [How to make a cloth face covering](https://www.phe.gov.uk/topics/covid19/face-coverings/face-coverings.aspx)
- [COVID-19 in Northumberland - Public Health Dashboard](#)
- [NCC School Risk Assessment Template](#)

## Document History

Item	Nature of change	Date of Update
Activity / Additional Information	Face coverings in education guidance withdrawn. Link added to model school contingency plan.	27/08/2021
<a href="#"><u>Inappropriate decision to implement wearing of face coverings in school</u></a>	Updated guidance on when face coverings are to be implemented in school settings.	27/08/2021
<a href="#"><u>Inappropriate decision to implement wearing of face coverings in school</u></a>	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.	17/05/2021
<a href="#"><u>Inappropriate decision to implement wearing of face coverings in school</u></a>	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

[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

<a href="#"><u><i>Inappropriate decision to implement wearing of face coverings in school</i></u></a>	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 <a href="#"><u>local COVID alert level framework</u></a> 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
<a href="#"><u><i>Additional Information</i></u></a>	Link to updated guidance for the reopening of schools - including face coverings.	03/09/2020
<a href="#"><u><i>Inappropriate decision to implement wearing of face coverings in school</i></u></a>	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