

## 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>  <i>Version 4 updated 02/03/2021 (See orange text for updates; also recorded in Document History) This update is based on the revised <a href="#">government guidance for schools</a> returning on 8 March and the updated specific guidance on <a href="#">face coverings in educational settings</a></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>		<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>  <i>Government/Public Health England Advice: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></i> <i>NCC Advice: <a href="http://staff/Communications/Coronavirus-information.aspx">http://staff/Communications/Coronavirus-information.aspx</a></i> <i>HSE Advice: <a href="https://www.hse.gov.uk/index.htm">https://www.hse.gov.uk/index.htm</a></i> <i>DFE Advice: <a href="#">Face coverings in education - GOV.UK</a> / <a href="#">government guidance for schools</a></i> <i>WHO Advice - <a href="#">Q&amp;A: Children and masks related to COVID-19</a></i> <i>PHE - <a href="#">How to make a cloth face covering</a></i> <a href="#">COVID-19 in Northumberland - Public Health Dashboard</a>  <a href="#">NCC School Risk Assessment Template</a>
<b>Name of Person Completing Form:</b> <i>Andrea Mead, Debra Thompson, Alison Miller</i> <b>Date:</b> <i>03/03/21</i>		<b>Job Title:</b> <i>Hillcrest SLT</i>  <b>Review Date:</b> <i>Further Updates from Government or NCC</i>

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><b>During Periods of <u>National Rules</u></b> National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings.</p> <p><u>Year 7 and above</u> Face coverings <b>are</b> worn by adults and pupils when moving around communal areas where social distancing is difficult to maintain, such as corridors, <b>and also in classrooms.</b></p> <p>Face coverings are also worn by pupils in year 7 and above when travelling on dedicated school transport <b>if they are able to do so.</b></p> <p><u>Primary/Middle/Early Years/Special school (years 1 to 6)</u> 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) <b>[children are not required to wear these]</b></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:</p> <ul style="list-style-type: none"> <li>The ages of the young people within the establishment. (Hillcrest Specific:age 12 and over / year 7 and above).</li> <li>The layout of the building makes it difficult to maintain social distancing. <b>These areas have been</b></li> </ul>		<p><b>[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].</b></p> <p><b>Out of School Settings</b></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> <p>Hillcrest Specific to reduce larger numbers in an area of school so that social distancing can be maintained:</p> <ul style="list-style-type: none"> <li>Little movement around school as Hillcrest run as primary model</li> <li>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.</li> </ul>

			<p><i>assessed and are identified in this assessment as school corridors</i></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively-</i></li> </ul> <p><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.</i></p>		<ul style="list-style-type: none"> <li>• <i>Break times and lunch times have been staggered by bubble group to minimise contact with others</i></li> <li>• <i>Lunch in classrooms to remove contact</i></li> <li>• <i>Students wait in classroom until taxi called (staff use walkie-talkies to radio)</i></li> <li>• <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></li> <li>• <i>Classrooms are arranged with minimal furniture to enable distancing to be observed</i></li> <li>• <i>All staff requested to wear face coverings at transport at start and end of day</i></li> <li>• <i>All staff and students requested to wear face covering in corridors and communal areas</i></li> </ul> <p><i>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)</i></p>
--	--	--	--	--	--

<p><i>Inappropriate use and disposal of face coverings</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>H</i></p>	<p><i>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 <b>also</b> cover:</i></p> <ul style="list-style-type: none"> <li><i>Who is required to wear a face covering and when they should wear it these should be kept on within classrooms for year 7 and above where distancing cannot be maintained</i></li> <li><i>Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off.</i></li> <li><i>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><i>School to maintain a supply of sealable plastic bags.</i></p> <p><i>See <a href="#">Guidance on arrangement for disposal of waste</a></i></p> <p><i><a href="#">World Health Organisation (WHO) - 'How to wear a fabric mask safely' video</a></i></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.[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.</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> </ul>
---	--	--	---	--

					<ul style="list-style-type: none"> <li>• Parents asked to provide student with face covering that their child is comfortable with</li> <li>• Any students without a face covering who require one will be issued with a disposable face covering</li> <li>• Visitors policy applies with no visitors or contractors allowed on site without prior arrangements and made aware of need to sanitise</li> <li>• Students checked at end of day that they have their face covering on (where worn and not medically exempt) when leaving for transport</li> </ul>
Failure to communicate requirements for face coverings			<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>Communications have been approved by the senior management team and issued as appropriate.</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</p>

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

## Document History

Item	Nature of change	Date of Update
<a href="#"><u>Inappropriate decision to implement wearing of face coverings in school</u></a>	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
<a href="#"><u>Inappropriate use and disposal of face coverings</u></a>	Wording change to reflect changes in government guidance.	02/03/2021
<a href="#"><u>Individuals not wearing a face covering</u></a>	Wording change. Reference to transparent face coverings.	02/03/2021
<a href="#"><u>Failure to communicate requirements for face coverings</u></a>	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 <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 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



<u><i>Inappropriate decision to implement wearing of face coverings in school</i></u>	Updated guidance on when to wear face coverings in school - including local lockdowns and face coverings in primary schools.	03/09/2020
<u><i>Inappropriate use and disposal of face coverings</i></u>	Updated guidance - process should be in place for wearing/removing face coverings.	03/09/2020
<u><i>Individuals not wearing a face covering</i></u>	Updated guidance on individuals who don't have access to a face covering.	03/09/2020
Document created	N/A	26/08/2020