

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> <i>Version 3 updated 17/11/2020 (See red 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>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>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: <i>Andrea Mead, Debra Thompson, Alison Miller & Simone Finley</i> Job Title: <i>Hillcrest SLT</i> Date: <i>23/11/2020</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)
Inappropriate decision to implement wearing of face coverings in school	All staff, pupils, visitors	H	<p><i>During periods when <u>national or local rules apply</u> (under local rules this would be when an area moves to a “High” or “Very High” level under the <u>local COVID alert level framework</u>), face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</i></p> <p><i>Schools that teach children in years 7 and above <u>where the above national or local rules are not in place</u> will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, and it has been deemed appropriate in those circumstances. This can be determined by undertaking a risk assessment and it should be based on the following aspects:</i></p> <ul style="list-style-type: none"> <i>The ages of the young people within the establishment (<u>Hillcrest Specific: age 12 and over / year 7 and above</u>).</i> <i>The prevalence of the virus in your area. This can be determined by using the <u>COVID-19 in Northumberland - Public Health Northumberland County Council</u> (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</i> 		<p>A member of the senior management team (<u>Alison Miller</u>) 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).</p> <p><i>Prevalence of the virus nationally can also be found using the link: <u>Interactive Map.gov.uk</u></i></p> <p><i>In primary schools/<u>Early Years/Special Schools and other settings</u> where social distancing is not possible in areas outside of classrooms between <u>members of staff or visitors</u>, for example in staff rooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear face coverings.</i></p> <p><i>Where Middle school headteachers assess that the wearing of face coverings is required, this should only be for staff, visitors and pupils in year 7 and above for use in communal areas, such as corridors.</i></p> <p>Out of School Settings</p> <p><i>Face coverings are to be used where it is a requirement of the indoor setting and where the activity is taking place in</i></p>

			<p>there is significant pupil movement. This will include arrival and departure times.</p> <ul style="list-style-type: none"> • the likelihood of contact with other persons or pupils outside of an established cohort group. • Queuing e.g. before boarding school transport, outside classrooms, meal times etc • 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. 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>Face coverings are also worn by pupils in year 7 and above when travelling on dedicated school transport.</p>		<p>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"> • Little movement around school as Hillcrest run as primary model • 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. • Break times and lunch times have been staggered by bubble group to minimise contact with others • Lunch in classrooms to remove contact • Students wait in classroom until taxi called (staff use walkie-talkies to radio) • 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. • Classrooms are arranged with minimal furniture to enable distancing to be observed
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					<ul style="list-style-type: none"> • All staff requested to wear face coverings at transport at start and end of day • All staff and students requested to wear face covering in corridors and communal areas <p>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)</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>	H	<p>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. The process should cover;</p> <ul style="list-style-type: none"> • The need for pupils to put on and take off their face covering in the classroom 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 <u>disposable</u> face coverings are worn these should be put into a bin bag in a lidded non-recyclable bin after use. 		<p>School to maintain a supply of sealable plastic bags.</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> <p>Hillcrest Specific:</p> <ul style="list-style-type: none"> • All classrooms equipped with hand sanitiser and hand washing liquid • Staff instructed on requirements to regularly sanitise hands • Sealable plastic bags available for safe storage labelled for child • Used face coverings will be placed in sealed plastic bag and disposed of in snuffle station bin • Staff teams will produce visuals and social stories to ensure that pupils are able to use face coverings correctly.

<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, 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. 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 be issued with a disposable face covering</i> <i>• Visitors policy applies with no visitors or contractors allowed on site without prior arrangements and made aware of need to sanitise</i>
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					<ul style="list-style-type: none"> Students checked at end of day that they have their face covering on (where worn and not medically exempt) when leaving for transport
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 and pupils and measures are in place to monitor and, where necessary, enforce compliance.</p> <p>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).</p> <p>Communications have been drafted and approved by the senior management team in readiness for issue in the event of local restrictions being imposed</p>		<p>Hillcrest Specific:</p> <ul style="list-style-type: none"> Risk Assessment completed and shared with staff, governors and Trade Unions Localised lock down will see further instructions provided to staff SLT monitor virus updates for community areas School closure instructions available if required

Document History

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