

Risk Assessment Form (RA1)

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| Department: | Service: | Reference: |
| Activity: <i>Use of face coverings in Schools and Educational Settings</i> <i>Version 2 updated 03/09/2020 (See coloured text for updates; also recorded in Document History)</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 government guidance for schools returning on 8 March and the updated specific guidance on face coverings in educational settings</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>New Delaval Primary School Delaval Gardens Blyth NE24 4DA</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: D Worrall Job Title: Head teacher | | Date: 3/3/21 Review Date: 3/3/21 |

| 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) |
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| <i>Inappropriate decision to implement wearing of face coverings in school</i> | All staff, pupils, visitors | H | <p>During Periods of National Rules National guidance provided by the DfE/Public Health England is applied in relation to wearing of face coverings.</p> <p>Primary/Middle/Early Years/Special school (years 1 to 6) 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) [children are not required to wear these] Risk Assessment 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"> • 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 [record details]. • • 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. • Individual needs of pupils including their ability to cope with face coverings, apply them safely or to be able to communicate effectively • <i>Queuing e.g Use of communal areas, times when social distancing between adults may be more difficult to adhere to.</i> • <i>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</i> | | <p>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].</p> <p><i>Several cases of Covid -19 have been identified in staff.</i></p> <p><i>Discussion took place with Health and Safety around the use of face coverings in communal areas. It was agreed a sensible action at this time.</i></p> <p><i>Given the above information, it is sensible for staff to wear face coverings when in communal areas if they are able to do so and have no medical issue that might prohibit this.</i></p> <p><i>Communal areas are classed as, corridors, talking to another adult/s, dining hall, staff rest areas when not eating or drinking, passing on stairs.</i></p> <p><i>It is not necessary to wear a face covering in the classroom, however staff may do so if they would prefer.</i></p> |

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| | | | <p>measures already mean the risks are lower, and where they may inhibit teaching and learning.</p> <ul style="list-style-type: none"> 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> | <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 <i>also</i> cover;</p> <ul style="list-style-type: none"> Who is required to wear a face covering and when they should wear it. Face coverings should be worn at the point of entry into the school building and whilst moving about in communal areas. The need for staff 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, for example when entering the classroom. 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 non-recyclable bin (general waste) 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>Hand sanitising equipment is available and should be used prior to putting on and taking off the mask.</p> <p>When wearing a face covering you should:</p> <ul style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid wearing on your neck or |

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| | | | | | <p>forehead</p> <ul style="list-style-type: none"> • avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if you've touched it • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing a face covering:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • do not give it to someone else to use • if single-use, dispose of it carefully in a residual waste bin and do not recycle • if reusable, wash it in line with manufacturer's instructions at the highest temperature |
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| | | | | | <p>appropriate for the fabric</p> <ul style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed |
| <p>Individuals not wearing a face covering</p> | <p>All staff, pupils, visitors</p> <p>Potential exposure to live virus resulting in contracting Coronavirus.</p> <p>Inadvertent transmission to others.</p> | | <p>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.</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.</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. The same exemptions will apply in education settings, and teachers and other staff should be sensitive to those needs. [transparent face coverings can be worn in this circumstance although evidence surrounding effectiveness in transmission of Covid is limited]</p> |
| <p>Failure to</p> | | | <p>A risk assessment has been undertaken to determine when and where face coverings should be worn. The</p> | | <p>The use of face coverings will be</p> |

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| communicate requirements for face coverings | | | <p>outcome of this assessment has been communicated to all staff, parents and pupils and measures are in place to monitor and, where necessary, enforce compliance.</p> <p>Communications have been approved by the senior management team and <i>issued as appropriate</i>.</p> | | <p>kept under review until at least Easter 2021.</p> <p>LA data on prevalence of the virus in the area will help inform planning. 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 touching a face covering.</p> |
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Document History

| Item | Nature of change | Date of Update |
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| 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 |

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| <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 |

