Risk Assessment Form (RA1)

Department: *Schools*	**Service:** *Education*	**Reference:** *Version 6*
Activity: *Use of face coverings in Schools and Educational Settings* ***Version 6 updated 27/08/2021*** *This update is based on the revised government guidance for schools and the contingency framework.*		**Site:** *Corbridge CE First School*
People at Risk: *Staff, pupils, visitors, volunteers, parents, contractors*	**Additional Information:** ***guidance on completion: risk assessment form*** *Refer to existing service/ task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.* *School Outbreak Contingency Plan Template School Website*	
Name of Person Completing Form: Jennifer Ainsley	**Job Title: Executive Head Teacher** **Date: 27.6.21**	**Review Date: With new guidance**

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*	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. *The school outbreak management plan will be activated.* *Face coverings are worn by members of staff or visitors where they wish to do so, or during high periods of transmission.* *During periods of high transmission, parents/carers are requested to wear face coverings when dropping off/collecting pupils.*	*L*	*[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].* ***Out of School Settings*** *Face coverings are to be used where it is a requirement of an indoor setting.*

Inappropriate use and disposal of face coverings	***All staff, pupils, visitors*** *Potential exposure to live virus resulting in contracting Coronavirus.* *Inadvertent transmission to others.*	*H*	*Clear instructions are shared on how to put on, remove, store and dispose of face coverings.* *BEST PRACTICE* • *Ensuring the cleaning of hands before putting the face covering on and after taking the face covering off. Hand sanitiser is provided in classrooms.* • *Safe storage should be utilised in individual, sealable plastic bags between use.* • *Coverings which are inappropriate, soiled, damp or damaged should be disposed of.* • *Where disposable face coverings are worn these should be put into a bin bag in a non-recyclable bin (general waste) after use.*	*M*	*See Coronavirus (COVID-19): disposing of waste - GOV.UK (www.gov.uk)* *World Health Organisation (WHO) - 'How to wear a fabric mask safely' video*
Individuals not wearing a face covering	***All staff, pupils, visitors*** *Potential exposure to live virus resulting in contracting Coronavirus.* *Inadvertent transmission to others.*	*H*	*The establishment holds a stock of disposable face coverings for use by staff and visitors where needed.* *Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate.*	*L*	*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.*
Failure to communicate requirements for face coverings		*M*	*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.* *Communications have been approved by the senior management team and issued as appropriate.*	*L*	*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 before and after touching a face covering. This is supported by the class teacher.*

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*
- *WHO Advice - Q&A: Children and masks related to COVID-19*
- *PHE - How to make a cloth face covering*
- *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
Inappropriate decision to implement wearing of face coverings in school	Updated guidance on when face coverings are to be implemented in school settings.	27/08/2021
Inappropriate decision to implement wearing of face coverings in school	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
Inappropriate decision to implement wearing of face coverings in school	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	Updated to reflect requirement to effectively communicate changes in the use of face coverings to staff, pupils and parents to help achieve	02/03/2021

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