Face Coverings Risk Assessment Form

Department: *Education & Skills*	**Service:** *Schools*	**Reference:** *Barndale House School*
Activity: *Use of face coverings in Schools and Educational Settings* ***Version 2 updated 03/09/2020 (See coloured text for updates; also recorded in Document History)*** *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.*	**Site: Site:** *School site including;* • *Main school building (on Windsor Gardens)* • *Residential building (Howling Lane site)* • *Therapy room (at back of residential building)* • *Field and outdoor play area* • *Outdoor areas at back of school building* • *School minibuses*	
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.* *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 / Guidance for full opening: schools - GOV.UK* *WHO Advice - Q&A: Children and masks related to COVID-19* *PHE - How to make a cloth face covering* *NCC School Risk Assessment Template*	
Name of Person Completing Form: **Mark Phillips** **Job Title:** **Headteacher** **Date: 11/9/20**		**Review Date:** Weekly on Fridays
Shared with Governors:	**Shared with staff:**	
Share with parents/carers on website:	**Shared with Unions:**	
Coloured amendments key: **Barndale Specific 9/9/20**		

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*	*In areas where additional local lockdowns or restrictions are in place, 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.* *Schools that teach children in years 7 and above and which are not under specific local restriction measures 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:* ● *The ages of the young people within the establishment (age 12 and over / year 7 and above).* ● *The prevalence of the virus in your area. This can be determined by using the ArcGIS Web Application (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).* ● *The layout of the building makes it difficult to maintain social distancing.* ● *The inability to stagger timetables/breaks/lunch to reduce the flow of pupils in communal areas,*		*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).* *In primary schools where social distancing is not possible in areas outside of classrooms between **members of staff or visitors**, for example in staff rooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear face coverings.* *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.* **Barndale Specific:** • Staff currently not wearing face masks due to pupils need to communicate • Staff continue to follow all hygiene practices • Staff to wear face masks

			such as busy corridors/stairwells etc, at times when there is significant pupil movement. This will include arrival and departure times. • *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.*		during any intimate care • Staff can wear face masks whilst supporting medical needs • Pupils wearing masks for school transport, currently 2, will need to follow correct PPE procedures • Pupils may wear face masks during school but must follow correct PPE procedures
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*	*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;* • *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, 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.*		*School to maintain a supply of sealable plastic bags.* *See Guidance on arrangement for disposal of waste* *World Health Organisation (WHO) - 'How to wear a fabric mask safely' video*

			• *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.*		
Individuals not wearing a face covering	***All staff, pupils, visitors*** *Potential exposure to live virus resulting in contracting Coronavirus.* *Inadvertent transmission to others.*		*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.* *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.* *The establishment holds a stock of disposable face coverings for use by staff and pupils where needed.* *Arrangements for receiving visitors should be amended to ensure they wear face coverings where appropriate.*		*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.* *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			*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.*		

			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). *Communications have been drafted and approved by the senior management team in readiness for issue in the event of local restrictions being imposed*		

Document History

Item	Nature of change	Date of Update
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