

RISK ASSESSMENT TEMPLATE: CORRECT USE OF FACE MASKS AND COVERINGS DURING THE CORONAVIRUS PANDEMIC

New March 2021

Coronavirus (COVID-19) is a respiratory illness that has not previously been seen in humans. It belongs to a family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Schools have an obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone on their sites. They hold the prime responsibility for ensuring the safety of pupils, staff and volunteers, parents and carers, guests and visitors, contractors and delivery services. This risk assessment should be used to ensure that your facility is safe if and when you allow visitors onto your site.

ACTIVITIES: (What will you be doing and with whom?)	Reopening of Schools in March - Face Covering RA and support for staff, students and parents		
DATE OF RISK ASSESSMENT:	Date completed:	1 st March 2021	Date to be reviewed: (Max timeframe 1 year)
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	CTA, GWI, AKI		

PLEASE ENSURE THAT THE CURRENT DfE, PHE AND HSE GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.

THIS RISK ASSESSMENT SHOULD BE USED IN CONJUNCTION WITH THE GOVERNMENT GUIDANCE: FACE COVERINGS IN EDUCATION

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Also applicable:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO LEGAL ACTION. PLEASE ERR ON THE SIDE OF CAUTION AT ALL TIMES.

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors, etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Incorrect disposal of face coverings	Staff, students and visitors	4:3	12	<p>Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.</p> <p>Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in Clouds, for example, it is important that you do not place the face covering on the table.</p> <p>Wash your reusable face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.</p>	<p>Posters clearly explain how to dispose of face masks and reminder to wash regularly.</p> <p>School stocked with spares if students make errors in disposing of face coverings</p> <p>Disinfectant spray available in every classroom for cleaning surfaces and also hand sanitiser in classrooms and Clouds</p>	2:1	2	GWI

Lost or misplaced face mask	Staff, students and visitors	4:3	12	<p>Always carry a spare mask and/or filter.</p> <p>Never share or use anyone else's used mask.</p>	<p>Students advised to carry a spare</p> <p>Parents advised to supply a spare face covering</p> <p>School stock with spares in case of lost or misplaced face coverings</p>	2:1	2	Pastoral staff
Face covering becomes damp or contaminated	Staff, students and visitors	4:3	12	<p>Always carry a spare mask and/or filter.</p> <p>Never share or use anyone else's used mask.</p>	<p>Students advised to carry a spare</p> <p>Parents advised to supply a spare face covering</p> <p>School stock with spares in case of lost or misplaced face coverings</p>	2:1	2	CTA Pastoral staff
Face visor or shield	Staff, students and visitors	2:2	4	<p>Face visors or shields shouldn't be worn instead of a face covering. This is because they don't cover your nose and mouth, meaning they don't offer proper protection. However, it's fine to wear one if you are wearing a face covering as well.</p>	<p>Guidance given to staff that they cannot wear a visor instead of a face covering when moving around the classroom or the teacher cannot maintain a 2m distance.</p>	2:1	2	JBL

<p>No access to face coverings</p>	<p>Staff and students</p>	<p>4:4</p>	<p>16</p>	<p>It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering.</p> <p>However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p>	<p>Spare face coverings are available at YL office</p>	<p>2:1</p>	<p>2</p>	<p>YLs</p>
<p>Exemptions.</p>	<p>Staff, students and visitors</p>	<p>3:2</p>	<p>6</p>	<p>The wearing of masks in schools is currently not mandatory, but it is highly recommended.</p> <p>Exemptions are for medical reasons or parental request.</p> <p>Students can access an exemption card or badge.</p>	<p>Students who are deemed exempt given a card or badge to show if asked in a corridor or classroom by staff.</p> <p>Staff will not challenge exempt students once they are aware they are exempt.</p>	<p>2:1</p>	<p>2</p>	<p>CTA HBA All staff</p>

Alternatives	Staff and students	3:2	6	<p>Handsam would recommend that a risk assessment is carried out and measures put in place wherever social distancing cannot be maintained, e.g. visors, pull up screens, or more permanent screens fitted on workbenches etc. Social distancing should be practiced by all staff members, but in areas or situations where this is not possible, we highly recommend that appropriate PPE is worn. If students are doing practical tasks, they should always wear appropriate PPE.</p>	<p>Plastic screens in reception, attendance, offices if needed and classrooms if needed.</p> <p>Staff reminded of time if they cannot socially distance for any reason.</p>	2:1	2	CTA GWI	
SLT name:	Chris Taylor			Signature:	<i>Chris Taylor</i>			Date:	1/3/2021

Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
R i s k S e v e r i t y	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy’s policy.

Also report near misses – not just accidents or incidents.