

## Risk Assessment

	Level	Risks	Control measures	Personnel responsible
Coming in to school	H	<p>Pupils playing in yard Pupils interacting with other pupils</p> <p>Parents meeting at gate Parents late</p> <p>Pupils not queueing to hang up coats Pupils together in cloakroom</p> <p>Pupils not hand sanitising Pupils not sitting in their own seats on entry</p> <p>Parents wishing to speak with teachers informally Teachers receiving phone calls from parents</p>	<ul style="list-style-type: none"> <li>• Children go to their designated spot on the yard in the morning. They will not be playing or interacting with other children.</li> <li>• Parents encouraged to drop children to the gate and leave immediately.</li> <li>• Pupils will hang their coat on the back of their chair. Coat hooks at the entrance in the class will not be used.</li> <li>• Pupils will sanitise hands upon entering the classroom</li> <li>• Pupils have designated seats and will be required to go directly to them on entry to the classroom. Each teacher will lead their pupils into the classroom.</li> <li>• Parents are not allowed access to the school grounds or premises. They must communicate with the secretary if they wish to speak to a teacher.</li> </ul>	Principal Staff Pupils
In school	H	<p>Pupils and teachers passing on corridors</p> <p>Ventilation</p>	<ul style="list-style-type: none"> <li>• We will apply a one-way system on all school corridors which will be marked with arrows. Everybody will walk on the left side of the corridors.</li> <li>• Windows and doors to be left open as much as possible</li> </ul>	Principal Caretaker Staff

<p>Risk Communication, Education and Training</p>	<p>H</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</li> <li>• The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</li> </ul> <p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>• Ensure that all staff receive necessary training prior to returning to work</li> <li>• Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils</li> <li>• Promote safe individual practices within the school campus</li> <li>• Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>• Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>• Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>• Provide specific training in the proper use of PPE for staff, where required</li> <li>• Appropriate signage in line with public health guidelines will be displayed throughout school facilities (buildings and grounds).</li> <li>• Appropriate social distancing markings are in place</li> </ul>	<p>Board of Management Principal Staff</p>
---	----------	--	--	--

			<ul style="list-style-type: none"> <li>• Necessary PPE is available to staff</li> <li>• Standard cleaning and maintenance regimes are put in place and detailed records retained</li> <li>• Toilet facilities are cleaned regularly</li> <li>• Equipment sharing is minimised. Staff are encouraged not to share equipment</li> <li>• There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags)</li> <li>• All school equipment is sanitised- cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people</li> <li>• Covid compliant work areas to be available where social distancing guidelines can be applied</li> <li>• There is staggered use of the staffroom</li> <li>• Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow</li> <li>• All waste collection points are emptied regularly throughout and at the end of each day.</li> <li>• Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards</li> </ul>	
Hygiene	H	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> </ul>	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> <li>o After coughing or sneezing</li> <li>o Before and after eating or preparing food</li> <li>o Before and after using protective gloves</li> <li>o Before and after being on public transport</li> </ul> </li> </ul>	<p>Board of Management Principal</p> <p>Staff</p> <p>Visitors</p>

		<ul style="list-style-type: none"> <li>• have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>o When arriving and leaving the school campus</li> <li>o After toilet use</li> </ul> <ul style="list-style-type: none"> <li>✓ Cover their mouth and nose with a tissue or sleeve when coughing and sneezing.</li> <li>✓ Put used tissues into a bin and wash their hands</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces</li> </ul> <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul> <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow <a href="https://www2.hse.ie/">https://www2.hse.ie/</a> for regular updates or can contact HSELive for advice <b>1850 241850</b></p>	
Social Distancing	H	Spread of Covid-19 virus	Physical distancing is currently a key control measure in reducing the spread of infection.	Board of Management

		<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school</li> <li>✓ physical spacing (2 metres apart currently) for workstations and common spaces</li> <li>✓ Break times will be staggered and school supervision procedures must be strictly adhered to</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility</li> <li>✓ There is currently a strict no handshaking policy in place within the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</li> </ul> <p><b>Where 2 metre distance cannot be maintained (DES guidance awaited)</b></p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> <li>✓ No worker has symptoms of Covid-19</li> <li>✓ The close contact work cannot be avoided</li> <li>✓ Installation of physical barriers e.g. clear plastic sneeze guards</li> <li>✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice</li> <li>✓ An exclusion zone for &lt;2m work will be set up pre task commencement</li> </ul> <p>Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly</p>	<p>Principal</p> <p>Staff</p> <p>Visitors</p>
<p>Dropping off and picking up of pupils</p>		<p>Spread of Covid-19 virus</p>	<ul style="list-style-type: none"> <li>• Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between</li> </ul>	<p>Board of Management</p>

		<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions - i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>drivers/parents/guardians and all school staff.</p> <ul style="list-style-type: none"> <li>• Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.</li> <li>• Parents/guardians will be encouraged to wait in the car in the car park at the GAA complex</li> </ul>	<p>Principal Staff Bus and taxi drivers</p>
Dismissal	H	Social distancing not being maintained by parents	<b>Actions to be carried out:</b>	

		<p>Parents not abiding by line up regulations Late pick ups</p>	<ul style="list-style-type: none"> <li>● The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child.</li> <li>● The principal will ask parents to ensure that outside Afterschool Clubs must collect children on time.</li> <li>● If a parent is late on more than one occasion they will receive a phone call from the Principal</li> <li>● Bus children will be collected at the class and walked to the bus by an adult at 2.50.</li> <li>● Children walking home will be collected by a member of staff at 2.55 and brought to the point where they will be walked to their dispersal point.</li> <li>● The remaining children in the classes from 1st to 6<sup>th</sup> will be collected at 3pm in the car park.</li> <li>● Any children not collected by their parents on time at the car park will remain outside at the main front door of the school.</li> </ul>	Principal
SEN	H	<p>Size of the rooms.</p> <p>Mixed groups</p> <p>Teacher has much higher exposure -</p> <p>Use of materials/resources</p>	<p><b>Risk Assessment SEN</b></p> <ul style="list-style-type: none"> <li>● Smaller groups will be created where possible</li> <li>● Pupils from the same class only if possible. If children are going to SEN from 2 different bubbles they will be separated by perspex into 2 different areas in the SEN room</li> <li>● Timetabling of SEN classes to be amended to take account of staggered breaks</li> <li>● Sanitisers will be placed at the entrance to corridors and pupils must sanitise before entering a SEN room.</li> <li>● SET to use visors, use of screens, cleaning sprays and good use of ventilation in their room</li> <li>● Pupils will have their own Ziplock folders/boxes which will contain their books/copies/whiteboard/markers, writing materials etc. which will be kept in the SEN room at all times.</li> <li>● After each group is finished the SEN teacher will bring the children back to their classroom door. They will use sprays and</li> </ul>	<p>Principal</p> <p>SEN staff</p> <p>SNAs</p> <p>Class teachers</p>

		<p>Tactile children</p> <p>Sensory Cubbie</p>	<p>cloths to wipe down desks and door handles before they collect the next group of pupils.</p> <ul style="list-style-type: none"> <li>● Where possible desk/book shelves on wheels to be removed to allow for social distancing space.</li> <li>● SEN teachers will clean iPads after each group if they are used.</li> <li>● Children who use tactile resources like playdough/theraputty will keep these resources in individual containers with their names labelled on them.</li> <li>● Any physical resources like counting cubes will be sterilised after use</li> <li>● Staff will conduct lessons on the use of sanitisers and all relevant protocols.</li> <li>● The Cubbie will not be used at the start of the year. A clear and structured timetable will be put in place at a later date. This timetable will include time allocated to disinfect the control tablet and chair after each use.</li> </ul>	
<p><b>All</b></p> <p><b>Classes</b></p>	<p><b>H/M</b></p> <p>Depend on class</p>	<p>Size of rooms</p> <p>Pupils moving around the room</p> <p>Pupils sharing resources</p> <p>Pupils/teachers at risk</p> <p>Libraries</p> <p>Lining up</p> <p>Corrections of homework</p>	<ul style="list-style-type: none"> <li>● Pupils will be seated using the arrangements suggested by the DES.</li> <li>● Where possible excess furniture will be removed.</li> <li>● Pupils use their own materials only where possible-No sharing of personal equipment.</li> <li>● Pupils have their own box, their own box with their own equipment, glue sticks, rulers etc. Pupils will also store their books, copies etc in this box</li> <li>● Pupils will sanitise <b><u>before and after every activity</u></b>. eg using the IWB, art materials, table top activities.</li> <li>● Teachers to restrict pupil movement around the room as much as possible</li> <li>● Markings will be on the floor beyond which a child should not go so as to maintain distance between teacher and pupils in classes from third up</li> <li>● Use of perspex in SEN settings. All teachers to wear visors in class</li> <li>● All pupil resources should clearly be labelled. Parents to be requested to do this.</li> </ul>	<p>DES template</p> <p>Principal</p> <p>Teachers</p> <p>Pupils</p>

			<ul style="list-style-type: none"> <li>● Spraying of resources will take place daily.-specialised chemical which kills virus/bacteria will be used</li> <li>● Teachers also have to sanitise hands regularly if correcting copies.</li> <li>● Books will be quarantined after use</li> <li>● Use of velcro shoes in junior, senior infants and first classes so as not to have to tie laces in the yard.</li> <li>● In rooms where there are toilets, pupils should sanitise their hands, use elbows to open the door and sanitise hands leaving the toilets.</li> <li>● Whiteboards to be used in the classroom.</li> <li>● Use of two homework copies is optional</li> <li>● Lessons to cover all of the protocols to be taught in September</li> <li>● If a child is sick in the classroom: phone principal immediately</li> </ul>	<p>Teachers</p> <p>SNAs</p>
<b>Breaks</b>	H	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Social distancing</p> <p>Pupils crowding together on way out/in Going out /coming back in</p> <p>Recording of incidents -use of Incident Books</p> <p>Lunch</p> <p>Opening lunches/packets/ holding of foods</p> <p>Water bottles</p>	<ul style="list-style-type: none"> <li>● Usual Rain Supervision protocols will apply. Pupils may read/play games/watch educational videos online</li> <li>● There will be staggered breaks - <b>10.45-10.55, 11.00- 11.10</b> <b>12.15- 12.45, 12.50-1.20,</b></li> <li>● Teachers have to carry their own pen and incident book for yard duty.</li> <li>● Teachers are to sanitise hands if asked to open items by the children.</li> <li>● Parents to pre peel fruit at home</li> <li>● Parents have to fill water bottles at home.</li> <li>● Lessons to be completed on: <ul style="list-style-type: none"> <li>- Lining up</li> <li>- Maintaining social distancing</li> <li>- Hand hygiene</li> <li>-Food hygiene</li> <li>-Yard Rules if sick/hurt</li> </ul> </li> </ul>	<p>Principal to contact Parents</p> <p>Supervision</p> <p>Bubbles</p>

		<p>Children -asthma</p> <p>Epi Pens Accidents Children wetting themselves</p> <p>Use of bins</p>	<ul style="list-style-type: none"> <li>● No sixth class pupils to participate in the 'Buddy system' with the infants, at least in term 1</li> <li>● Children who need inhalers to bring them out with them</li> <li>● Carry sanitiser and wipes with you at all times.</li> <li>● Children sanitise hands before and after going out to the yard.</li> <li>● Staff on yard duty will wear visors.</li> <li>● First Aid Policy will be implemented.</li> <li>● Children will eat lunch at their desks and keep any leftovers in their lunch box to bring home. No food will be allowed out on the yard.</li> </ul>	<p>Staff to teach lessons on the various protocols</p> <p>Principal</p> <p>SNAs</p> <p>Parents</p> <p>Yard Teachers</p> <p>Teachers</p>
<b>Toilet</b>		<p><b>Students:</b> Social distancing in the toilets/Pupils not washing hands</p> <p>Pupils coming in during break times to use toilets</p>	<ul style="list-style-type: none"> <li>● Parents encouraged to get children to go to toilet before coming to school/wash hands</li> <li>● Children will not be permitted to be in the toilets at the same time</li> <li>● Pupils use elbows to open doors, to sanitise before and wash hands after using the toilet.</li> </ul>	<p>Principal</p> <p>Teachers</p> <p>Class teacher</p>

		<p><b>Teacher toilets</b>, clearly marked</p> <p>Toilet cleaning</p>	<ul style="list-style-type: none"> <li>• Children will be encouraged to go to the toilet before going out at break times.</li> <li>• Lessons on toilet hygiene/lining up to use toilets</li> <li>• Staff toilets clearly marked</li> <li>• Caretaker/cleaner will clean toilets daily</li> </ul>	<p>N D S H</p>
<b>Staffroom</b>	M	<p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery</p> <p>Queueing for microwave/dishwasher/water</p>	<ul style="list-style-type: none"> <li>• Those in the high risk category ideally should remain in their own rooms.</li> <li>• There will be staggered breaks and lunches</li> <li>• The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing. There will be 2 different designated zones for refreshments.</li> <li>• Staff to ensure that their own area has been cleaned up after use.</li> <li>• Staff to maintain social distancing while using the microwave/hot water.</li> <li>• Staff to sanitise before and after using any items</li> <li>• Organise usage by bubbles</li> </ul>	<p>Principal</p> <p>Staff</p>
<b>PE + PE equipment</b>	H/M	<p>Sharing of PE equipment</p> <p>Social distancing</p> <p>Equipment</p> <p>Coaches coming in and mixing between classes.</p>	<ul style="list-style-type: none"> <li>• All pupils to sanitise hands before and after PE sessions</li> <li>• All equipment used during a P.E class to be sanitised after use.</li> <li>• There won't be any coaches on the premises or swimming lessons for Term 1, it will be re-evaluated at a later date.</li> </ul>	<p>Pupils/staff</p> <hr/> <p>to submit Covid Plan</p>

<b>DL equipment (iPads etc)</b>	H/M	Sharing of devices between classes could lead to transference of virus  Collection and return of iPads	<ul style="list-style-type: none"> <li>• All pupils to sanitise hands before and after use of devices</li> <li>• A teacher collects the iPads at the start of each session. iPads will be sanitised after each session by teachers.</li> <li>• Teachers work collaboratively on timetabling to ensure sanitisation during the day.</li> </ul>	Pupils  Staff  DL Post-Holder  Teachers
<b>Shared Resources</b>		Transference of virus through shared use  Lack of human resources/time to clean	<ul style="list-style-type: none"> <li>• Pupils and teachers to sanitise hands before and after use of all materials that might be shared.</li> <li>• Staff date the sign in/ out of resources and sanitise the resources on their return.</li> <li>• Lessons on hygienic use of materials - SPHE</li> <li>• Children will be encouraged to use online reading resources.</li> </ul>	Pupils  Staff
<b>Classroom Libraries Books/Copies</b>	H	Transference of virus through shared use	<ul style="list-style-type: none"> <li>• Lesson on hygienic use of materials.</li> <li>• If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Sanitise before using</li> <li>• Use two homework copies if teachers prefer to</li> <li>• Children's books and copies will be stored in their individual boxes on their desk</li> </ul>	Pupils/  Teachers
<b>SNAs</b>		Sharing of resources for PE/Physio recommended exercises for SEN pupils  Crossover from classes./Coughing/sneezing etc/Toileting	<ul style="list-style-type: none"> <li>• Resources to be sanitised after each use</li> <li>• PPE to be used as much as possible by SNA team - use aprons/masks/visors/gloves/sanitisers</li> <li>• Back up supplies will be located in the wheelchair accessible toilet</li> <li>• Sanitising hands leaving/entering all rooms</li> </ul>	SNA  Teachers  Parents.

		<p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils</p> <p>Tactile pupils- OT pupils</p> <p>Lunch breaks</p> <p>Sensory Cubbie</p>	<ul style="list-style-type: none"> <li>● SNAs should wear gloves where necessary and adhere to strict hand hygiene</li> <li>● SNA's to exercise caution as much as possible</li> <li>● The Cubbie will not be used at the start of the year. A clear and structured timetable will be put in place at a later date. This timetable will include time allocated to disinfect the control tablet and chair after each use by the assigned SNA.</li> </ul>	
<b>Aistear</b>	H	<p>Size of room- confined space</p> <p>Using shared materials</p> <p>Children moving from station to station</p> <p>Cleaning of materials</p>	<ul style="list-style-type: none"> <li>● No Aistear at the start of the year.</li> <li>● Sanitise before and after use. Toys etc washed at the end of each day.</li> <li>● Individual tubs of playdough for each child are clearly labelled.</li> <li>● Group at one station only for Aistear each day</li> <li>● Extra resources to be purchased to decrease sharing needed. If using sand, then 72 hours between each use.</li> <li>● Hot water to be used if possible</li> </ul>	<p>Principal</p> <p>Teachers</p> <p>SNA's</p>