



St. Mary's N.S. Risk Assessment Draft February 2021

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in St. Mary's N.S to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for St. Projects in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Severity x Probability = Risk Rating

Severity

| Severity Rating | Interpretation | Numerical Value |
|--------------------------|---|------------------------|
| Fatality or Catastrophic | Single or multiple fatalities, widespread illness, large scale property or equipment damage | 5 |
| Major | Serious injury or illness, significant property or equipment damage | 4 |
| Moderate | Injury and damage to property | 3 |
| Minor | Minor injury or illness, minor property or equipment damage | 2 |
| Trivial | No significant injury or illness, no significant property or equipment damage | 1 |

Probability/Likelihood

| Probability Rating | Interpretation | Numerical Value |
|---------------------------|---|------------------------|
| Inevitable | Likely to occur either immediately or in the short term | 5 |
| Very Likely | Could occur in time or if repeated enough | 4 |
| Likely | Likely to occur | 3 |
| Unlikely | Though unlikely, may occur over time | 2 |
| Rare | Unlikely to occur at all | 1 |

Risk Rating

| Numerical Value Severity x Probability | Descriptive risk rating | Interpretation |
|---|---|---|
| 16 – 25 | <p style="text-align: center;">Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p> | <p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.</p> |
| 11 – 15 | <p style="text-align: center;">Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p> | <p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p> |
| 6 – 10 | <p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p> | <p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p> |
| 1 – 5 | <p style="text-align: center;">Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p> | <p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p> |

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

| Who may be affected? | Identified Risks | Risk Communication, Education and Training | | Risk Rating with controls | Action implementation |
|----------------------|--|---|--|---|--|
| | | Controls | | | |
| Staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>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.</p> <p>The Lead Worker and Deputy Lead Worker (representative) 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.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required | | <p>12 Severe and Serious</p> <p>Requires immediate further action and control</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and staff</p> <p>Training to be provided to Lead Worker Representative and Deputy Lead Worker Representative or guided to gov.ie documents and recommended protocols</p> <p>Contact log utilised to ensure contact tracing</p> <p>Return to work forms submitted by all staff</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> |

| | | | | |
|--|--|--|--|--|
| | | | | <p>Staff training to be coordinated with information in the proper use, cleaning, storage and disposal of PPE</p> <p>Staff to notify Covid 19 Lead Worker Representative of PPE requirements</p> <p>Maintenance of sanitization stations throughout school building</p> <p>Safety messages to be shared with staff/ pupils via email, school intercom or Aladdin regarding any new Covid 19 school procedures or changes to protocols.</p> <p>The need for 'Toolbox Talks' to be identified by LWR/DLWR in consultation with the principal e.g. the correct use of face masks/ playground protocols.</p> |
|--|--|--|--|--|

These talks will be coordinated by LWR and may include staff training if required and may include the sharing of specific details or instructions regarding any new Covid 19 school procedures.

LWR/DLWR can communicate or facilitate the sharing of 'Toolbox Talks' at Croke Park meetings or meet with socially distanced groupings.

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11TH August 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Hygiene | Risk Rating with controls | Action implementation |
|--|--|---|---------------------------|---|
| | | Controls | | |
| All staff Pupils Visitors Contractors Public | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <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.</p> <p>Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a daily routine of increased cleaning and disinfecting of frequently touched objects and surfaces ✓ Avoid sharing of resources between classes where possible and ensure resources are disinfected if shared before and after usage. <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"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> | 12 | <p>Continuous review of school Covid 19 response plan by Board of Management</p> <p>Severe and Serious</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> <p>Requires immediate further action and control</p> <p>Staff training to be coordinated with information in the proper use, cleaning, storage and disposal of PPE</p> <p>Safety signage will be utilised, notifying all of the location of sanitisers throughout the school by S. Mc Elhinney</p> <p>Notify Covid 19 Lead Worker Representative of PPE requirements</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.
 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
 Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSE Live for advice **1850 241850**

Maintenance of sanitization stations throughout school building

Toolbox Talks may be provided to staff and pupils regarding any new Covid 19 school procedures

Visitors to remain outside of building unless deemed necessary to enter the building and to remain behind Perspex screen present

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Hygiene | Risk Rating with controls | Action implementation |
|--|--|---|---|--|
| | | Controls | | |
| All staff Pupils Visitors Contractors Public | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Drinking water facilities will be available from taps. However, staff and pupils are encouraged to bring their own water bottles. ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ 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) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of staffroom and other communal facilities ✓ 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 ✓ All waste collection points are emptied at the end of each day by cleaning staff ✓ 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 | <p>8 Medium Risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> <p>Staff training to be coordinated with information in the proper use, cleaning, storage and disposal of PPE</p> <p>Staff to notify Covid 19 Lead Worker Representative of PPE requirements</p> <p>Maintenance of sanitization stations throughout school building</p> |

Toolbox Talks provided to staff and pupils regarding any new Covid 19 school procedures

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Social Distancing | Risk Rating with controls | Action implementation |
|--|--|---|---|---|
| | | Controls | | |
| All staff Pupils Visitors Contractors Public | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> ✓ All persons will adhere to relevant social distancing rules in relation to entering/exiting the school, use of welfare facilities and while working in the school ✓ The teacher’s desk should be at least 1 metre and where possible 2 metres away from pupil desks. ✓ A distance of 1 metre should be maintained between individual pods within the Class Bubble and between individuals in the pod, whenever possible. ✓ Junior – 2nd ✓ Physical spacing of 2 metres for common spaces, such as entrances/exits, staffroom or where congregation or queuing of staff, students or visitors might occur ✓ Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared. ✓ School entances and break times will be staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ Appropriate social distancing arangements will be in place throughout the facility ✓ Formal meetings of staff will only take place remotely. Where possible, all staff communication should take place via phone zoom. ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible | 9 Medium Risk Requires monitoring | <p>Class teachers and, where appropriate, SETs to provide Safety updates with pupils</p> <p>Board of Management/ Principal to advise parents of appropriate ways to make contact with relevant staff if required i.e. email correspondence or phone call</p> <p>Visitors to be advised not to enter the school grounds unless completely necessary</p> <p>1st -6th Class pupils to enter and 3rd-6th Class pupils to exit school grounds independently</p> <p>Social distance markings to be placed outside main entrance</p> |

Where 2 metre distance cannot be maintained (DES guidance awaited)

Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):

- ✓ No worker has symptoms of Covid-19
- ✓ The close contact work cannot be avoided
- ✓ Installation of physical barriers e.g. clear plastic sneeze guards
- ✓ PPE is present in line with the approved risk assessment (full face mask and gloves etc) and public health advice
- ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
(c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Cleaning | Risk Rating with controls | Action implementation |
|---------------------------------|--|--|---|--|
| | | Controls | | |
| Staff especially cleaning staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have to bring to work (e.g. mobile phones, cups, cutlery) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposal of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use | <p>6 Medium risk</p> <p>Requires monitoring</p> | <p>Board of Management and principal to discuss and review cleaning arrangements with principal at BOM meetings</p> <p>Principal to hold regular discussion of DES regarding HSE guidance with the cleaning staff.</p> <p>Staff to share feedback or concerns regarding cleanliness of classroom/ school space with principal via email</p> <p>Principal and Lead Worker Representative to communicate staff responsibilities regularly during staff meetings</p> <p>Maintenance of sanitization stations throughout school building</p> |

| | | | |
|--|---|--------------------------|--|
| <u>Risk Level Calculation</u> | | <u>Risk Level Action</u> | |
| (a) Severity of risk/injury | 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality | 1-5 | Trivial risk Acceptable |
| (b) Likelihood of event | 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable | 6-10 | Medium risk Requires monitoring |
| (c) Risk Rating = (a) X (b) | | 11-15 | Severe risk Requires immediate further action and control |
| | | 16-25 | Emergency risk Halt activity and review immediately |
| <u>Assessment Date</u> 11 th August, 2020 | | <u>Assessor's Name:</u> | |
| | | | |

| Who may be affected? | Identified Risks | Classroom, staffroom, office and administration areas Controls | Risk Rating with controls | Action implementation |
|----------------------|--|---|--|---|
| Staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <ul style="list-style-type: none"> • Perspex screens put in both principal and secretary’s office spaces as a control measure • No pupils to be sent to principal or secretary’s offices during the school day • No pupils to be sent to photocopying room or staffroom during the school day • All staff to adhere to good ventilation practices in school while at the same time ensuring an appropriate balance between ventilation and comfort. • The following practical steps are sufficient to ensure good ventilation. <ul style="list-style-type: none"> ✓ Rooms should be well ventilated before occupancy each day by opening classroom windows. Classroom doors should remain opened throughout the school day also. The windows in each room should be opened for at least 15 minutes to ventilate the room fully at the end of each school day. If this is not possible, then rooms should be ventilated fifteen minutes in advance of class arrival. ✓ All classroom windows should be opened as fully as possible when classrooms are not in use e.g. during break-times or lunch-times for at least fifteen minutes, where possible. ✓ All staff should partially open windows when classrooms are in use. Consideration should be given to local circumstances that may require to have additional windows open such as after break time activities or P.E. ✓ School staff must ensure that air movement is not blocked by furniture or window blinds and curtains. ✓ School staff must ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. <p>Staffroom controls:</p> <ul style="list-style-type: none"> ✓ For the plan to operate successfully, strict adherence to outlined times is vital. | <p>8</p> <p>Medium risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> <p>LWR should share good ventilation practices with all staff</p> <p>School secretary to use PPE if necessary</p> <p>Secretary should share feedback or concerns regarding social distancing with the Lead Worker Representative via phone call/email as soon as an issue or challenge arises</p> <p>Staff training to be coordinated with</p> |

- ✓ Failure to promptly move to the assigned location at the correct time could result in a health and safety risk and/or staff members missing out on break times.
- ✓ Staff should bring their own utensils (cups, plates, cutlery etc) to and from the staffroom
- ✓ Staff should bring their own food and drink to school
- ✓ Canteen facilities will not be available- this measure will be regularly reviewed
- ✓ Staff should sanitize hands on entry to the staffroom.
- ✓ 6 persons (maximum) allowed in staffroom at any one time to ensure 2m social distancing.
- ✓ Staff to wipe down eating area on arrival and departure.
- ✓ Face masks should only be removed when seated and should be reapplied prior to standing/moving.
- ✓ Staff should not gather in the staffroom before or after school. Staff should not gather in the staffroom after school. A social distance of 2m should be maintained at all times. Staff should leave the staffroom promptly after use.
- ✓ Staff should sanitize hands on exit of the staffroom
- ✓ To ensure adequate ventilation staffroom windows will be opened each morning

Further classroom controls:

- Classroom capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff
- The number of employees permitted to work in a classroom at any particular time shall be limited as a necessary control measure to protect health and safety.
- Where a child presents with symptoms and needs to attend the isolation zone, staff should place the laminated marker at that specific child's table. This cleaning system is used to communicate the required action to be taken by the cleaning staff. Cleaning staff will then carry out an intense clean of this space.

information in the proper use, cleaning, storage and disposal of PPE

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Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
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- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Use of PPE | Risk Rating with controls | Action implementation |
|----------------------|--|--|--|---|
| | | Controls | | |
| Staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will also need to be used at certain work activities or work areas. These might include roles such as:</p> <ul style="list-style-type: none"> ✓ performing intimate care ✓ where a suspected case of COVID-19 is identified while the school is in operation ✓ where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category ✓ administering first aid ✓ parent teacher meetings <p><i>Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.</i></p> <p>Face Coverings</p> <p>The Department of Education has recommended the requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.</p> <p>Staff must wear a mask at all times while at school.</p> | <p>8</p> <p>Medium risk</p> <p>Requires monitoring</p> | <p>Staff training with information in the proper use, cleaning, storage and disposal of PPE</p> <p>Staff are to report defective/damaged PPE to the Lead Worker Representative</p> <p>Staff to notify the Lead Worker Representative of the requirement of the replacement of PPE</p> |

A box of Medical Grade face masks, to EU Standard EN 14683 will be provided to all staff and are available for use once staff return to work.

Additional disposable masks will be made available to all staff in their yard bags when requested.

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Masks/ face coverings should not be worn if they are wet or damaged.

Once a mask has been removed e.g. eating times or going to the toilet, it should be placed in a sealed bag or replaced with a new mask.

Face coverings are not recommended to be worn by children under 13 years. However, any pupil who chooses to wear a mask is permitted.

This is subject to change and school practices will reflect this change if/when it occurs.

Gloves-Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will only provide gloves when providing first aid. When a staff member chooses to wear gloves, they will need to follow protocol for glove wearing.

Aprons-may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable

Risk Level Action

1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring

(c) Risk Rating = (a) X (b)

11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Handling books and other resources during Covid-19 | | Risk Rating with controls | Action implementation |
|---|--|---|--|---|-----------------------|
| | | Controls | | | |
| Staff (particularly SNAs, school secretaries and school book rental co-ordinator) | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment). These will be made available to pupils once they have returned to school. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (CAPER books, library books, resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Access to the school library is permitted to authorised personnel only. • Hands should be washed in line with relevant guidance | <p>8</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Book Rental coordinator to communicate plan in September regarding collection and redistribution of book rental books</p> <p>CAPER coordinator to communicate plan prior to the reopening of school regarding collection and storage of CAPER Books</p> <p>Library coordinator to communicate plan prior to the reopening of school regarding collection and storage of Library Books</p> | |

Sharing of books to be discouraged and additional copies of texts to be purchased by book rental coordinator

Maintenance of sanitization stations throughout school building

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
(c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Using hand tools or equipment | | Risk Rating with controls | Action implementation |
|----------------------|--|---|--|--|---|
| | | Controls | | | |
| All staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same equipment as far as is reasonably practicable ✓ Cleaning material will be available so that all equipment can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use ✓ Equipment to be utilised by authorised personnel only. ✓ Access to hand tools and equipment to be restricted | | <p>8</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Safety Signage to be utilised on caretaker and equipment storage entry points/.</p> |

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Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Dealing with a suspected case of Covid-19 | | Risk Rating with controls | Action implementation |
|--|--|--|---|--|-----------------------|
| | | Controls | | | |
| Staff Pupils Visitors Contractors | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person 2metres away from other workers. <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided ✓ All PPE used when attending to a person with suspected COVID-19 while waiting for collection can be placed in a separate plastic bag, which is then placed in domestic waste. | <p>12</p> <p>Severe Risk</p> <p>Requires immediate further action and control</p> | <p>Regular Safety updates shared with families via Aladdin Connect and school website reminding parents to keep any unwell children at home from school</p> <p>All family contact details are updated on school system including emergency contact person(s)</p> <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>All pupils informed of protocols by class teacher and SET, where appropriate at the beginning of the year</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> | |

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Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Dealing with a suspected case of Covid-19 (continued) | | |
|---|--|--|---|---|
| | | Controls | Risk Rating with controls | |
| <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. ✓ Inform HSE of the details of the suspected case and cooperate with HSE where necessary. <p>COVID-19 is reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report should be sent to the Health Protection Surveillance Centre (HPSC) in the HSE: https://www.hpsc.ie/notifiablediseases/.</p> | <p>12</p> <p>Severe Risk</p> <p>Requires immediate further action and control</p> | <p>Action implementation</p> <p>Regular Safety updates shared with families via Aladdin Connect and school website reminding parents to keep any unwell children at home from school and if any other family members are unwell to stay at home too</p> <p>All family contact details are updated on school system including emergency contact person(s)</p> <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Regular review and consult with Principal and LWR/DLWR regarding school operating procedures and government guidance</p> |

Training provided to Lead Worker Representative and Deputy Lead Worker Representative

Contact log utilised to ensure contact tracing

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Covid-19 cleaning | | Risk Rating with controls | Action implementation |
|-----------------------------|--|--|---|---|-----------------------|
| | | Controls | | | |
| Staff Pupils Visitors | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. When dealing with a suspected case of Covid 19, these should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished. ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids | 9 | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Information is shared by the principal with all cleaning staff in relation all new Covid 19 school operating procedures and government guidance</p> <p>Sufficient supply of PPE provided for all cleaning staff</p> <p>Continuous review of cleaning procedures between the principal and cleaning staff</p> <p>Maintenance of disinfectant supplies and cleaning materials to be coordinated by principal and Lead Worker Representative</p> | |

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
(c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Cleaning a space with a suspected/confirmed case of Covid-19 | | |
|-------------------------------|--|--|--|---|
| | | Controls | Risk Rating with controls | |
| Staff Pupils Visitors | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and/or disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer’s instructions for dilution, application and contact times</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal.</p> | <p>9</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Sufficient supply of PPE provided for all cleaning staff</p> <p>Continuous review of cleaning procedures between the principal and cleaning staff</p> <p>Maintenance of disinfectant supplies and cleaning materials to be coordinated by principal and Lead Worker Representative</p> <p>Ensure the arrangement of a second isolation area to allow 72 hours closure</p> |
| <u>Risk Level Calculation</u> | | <u>Risk Level Action</u> | | |

| | | | | |
|---|---|-------------------------|----------------|---|
| (a) Severity of risk/injury | 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality | 1-5 | Trivial risk | Acceptable |
| (b) Likelihood of event | 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable | 6-10 | Medium risk | Requires monitoring |
| (c) Risk Rating = (a) X (b) | | 11-15 | Severe risk | Requires immediate further action and control |
| | | 16-25 | Emergency risk | Halt activity and review immediately |
| <u>Assessment Date:</u> 11 th August, 2020 | | <u>Assessor's Name:</u> | | |

| Who may be affected? | Identified Risks | Cleaning a space with a suspected/confirmed case of Covid-19 (continued) | | Risk Rating with controls | Action implementation |
|-----------------------------|--|---|--|---|-----------------------|
| | | Controls | | | |
| Staff Pupils Visitors | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>Laundry</p> <p>Wash items in accordance with the manufacturer’s instructions.</p> <p>Use the warmest water setting and dry items completely.</p> <p>Dirty laundry that has been in contact with all person can be washed with other people’s items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air</p> <ul style="list-style-type: none"> ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known ✓ All waste should be stored safely and kept away from children. ✓ You should not put waste in communal waste areas until negative test results are known or the waste and has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. ✓ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste | <p>9</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>Contract maintained for waste management</p> <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Sufficient supply of PPE provided for all cleaning staff</p> <p>Continuous review of cleaning procedures between the principal and cleaning staff</p> <p>Maintenance of disinfectant supplies and cleaning materials to be coordinated by principal and Lead Worker Representative</p> <p>Principal, Lead Worker Representative and staff to consult in the</p> | |

establishment of a school
plan for cleaning of
sportswear if required

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
(c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Travel to and from work | | Risk Rating with controls | Action implementation |
|----------------------|--|--|--|---|---|
| | | Controls | | | |
| Staff | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc</p> | | <p>12</p> <p>Severe Risk</p> <p>Requires immediate further action and control</p> | <p>Toolbox talks to be provided to staff to outline the necessary precautions and recommended procedures if availing of public transport</p> <p>Staff to wear a face mask and carry hand sanitiser (at least 60% alcohol) if availing of public transport</p> |

Risk Level Calculation

(a) Severity of risk/injury

1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality

(b) Likelihood of event

1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable

(c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Dropping off and picking up of pupils | | |
|--|--|---|---|--|
| | | Controls | Risk Rating with controls | |
| <p>Staff</p> <p>Pupils</p> <p>Parents/guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>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 drivers/parents/guardians and all school staff.</p> <p>There will be pre-agreed staggered arrival times for two separate groupings of pupils</p> <p>Parents/guardians will be encouraged to wait outside of school grounds</p> <p>1st – 6th Class pupils to enter and 3rd-6th classes to exit school grounds independently</p> | <p>12</p> <p>Severe Risk</p> <p>Requires immediate further action and control</p> | <p>School Covid 19 Response Plan to be communicated with all parents</p> <p>Regular Safety updates shared with families via Aladdin Connect and school website reminding parents to keep any unwell children at home from school and if any other family members are unwell to stay at home too</p> <p>Individual arrangements to be communicated with parents of any SEN students from 3rd -6th classes in advance of school opening and agreed by principal, class teacher, SNA and SET</p> <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> |

Risk Level Calculation

(a) Severity of risk/injury

1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable

(c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

16-25 Emergency risk Halt activity and review immediately

Assessment Date: 11th August, 2020

Assessor's Name:

| Who may be affected? | Identified Risks | Visitors to school | | Risk Rating with controls | Action implementation |
|---------------------------------------|--|---|--|--|-----------------------|
| | | Controls | | | |
| Staff Pupils Wider Community | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises | <p>9</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>School Covid 19 Response Plan to be communicated with all parents</p> <p>Regular Safety updates shared with families via Aladdin Connect and school website reminding parents to keep any unwell children at home from school and if any other family members are unwell to stay at home too</p> <p>Visitors to remain outside of building unless deemed necessary to enter the building and to remain behind Perspex screens present</p> | |

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| <u>Risk Level Calculation</u> | | <u>Risk Level Action</u> | |
| (a) Severity of risk/injury | 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality | 1-5 | Trivial risk Acceptable |
| (b) Likelihood of event | 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable | 6-10 | Medium risk Requires monitoring |
| (c) Risk Rating = (a) X (b) | | 11-15 | Severe risk Requires immediate further action and control |
| | | 16-25 | Emergency risk Halt activity and review immediately |
| <u>Assessment Date:</u> 11 th August, 2020 | | <u>Assessor's Name:</u> | |

| Who may be affected? | Identified Risks | Management of deliveries and supplies to school | | |
|---|--|--|--|---|
| | | Controls | Risk Rating with controls | |
| Staff Pupils Drivers Wider Community | <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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death | <ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers in advance. <i>(Communicate a delivery protocol outside of main entrance for all suppliers to observe and use)</i> ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at access and egress points. | <p>9</p> <p>Medium Risk</p> <p>Requires monitoring</p> | <p>Continuous review of school Covid 19 response plan by Board of Management and principal</p> <p>Principal to discourage the delivery of non-work related deliveries of packages to school building</p> <p>Usage of signage detailing instructions for guests or delivery personnel on main entrance doors</p> <p>Visitors to remain outside of building unless deemed necessary to enter the building and to remain behind Perspex screens present</p> <p>Possibly have a delivery depot setup inside the main entrance door managed by secretary daily</p> |

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| | | | | <p>Maintenance of sanitization stations throughout school building</p> <p>Staff to wash hands immediately after handling a delivery or package</p> |
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| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> | <p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p> |
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| <p><u>Assessment Date:</u> 11th August, 2020</p> | <p><u>Assessor's Name:</u></p> |
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Declaration of Sight

I have read and understand the contents of this document.

Signed: _____ Dated: _____

Signed: _____ Dated: _____