

## COVID Risk Assessment

September 15<sup>th</sup> 2020

Potential Hazard	Risk Level	Control Measures / Procedures	Follow Up Comments
Parents / Children congregating at the school gate in the morning	High	School gates will be opened earlier (8:40 am) and children will walk straight to their classroom on entering the gates. No person (pupil or parent may be at school gates before 8:40). Children will have access from 8:40. Teacher will be in classroom at 8:40 (Croke Park Hours used to facilitate this). Parents will be contacted not to have their children at the school gate before 8:40.	
Parents of Infant Children walking them to their classroom	Medium	This will no longer be allowed. Parents will walk to designated entrance and class teacher will guide children to their classroom where they will be supervised by SET / SNA.	
Children entering the school building	Medium	Everyone entering their classroom will be required to perform hand hygiene with a hand sanitiser. This will be supervised / monitored by the class teacher / SET.	
Child forgets something (e.g. Lunch)	Medium	In relation to drop off of forgotten items (books lunch boxes) a designated drop off point that does not require interactions with staff may be appropriate. Parent will have to ring school on arrival to arrange for gate to be opened. SNA/SET/Class teacher for relevant class will bring child to the gate to get their lunch / forgotten item-.	

<p>Children from different classes interacting with each other during break times</p>	<p>Medium</p>	<p>Staggered breaks whereby only one class will be in a particular yard / particular section of a yard at a time.</p> <p>The class teacher, another class teacher or SET will supervise the class while the other teacher / teachers have their break. To facilitate breaks teachers will be required to supervise a class that is not their own.</p> <p>On wet days teacher if a teacher is supervising a class that is not their own they will not enter classroom (possible exceptions prefabs rm. 19, 22 and 23, recommended that such teachers wear face shield / mask if entering these rooms).</p> <p>Children should be encouraged to perform hand hygiene before and after they go out.</p> <p>Football will be used by the classes who usually use them and cleaned before and after use.</p> <p>Cleaned with spray and blue paper.</p>	
<p>First Aid during break times or during school day</p>	<p>Medium</p>	<p>If minor injury, such as a cut, class teacher will deal with it. Class teachers will be provided with their own gloves, antiseptic wipes, tissues and plasters.</p> <p>If more serious injury such as a head injury the class teacher will phone the occupational first aider on duty that day. First aider will go to injured child with necessary first aid equipment (Green first aid bags in press near main entrance).</p> <p>First aider will bring child to first-aid room (main office) if deemed necessary.</p>	
<p>Administration of First Aid</p>	<p>Medium</p>	<p>Occupational first aider / first responder will wear PPE / Visor.</p>	

		<p>Training for first-aiders? – intended that training will be provided as part of the Department’s online training programme.</p> <p>Main office used as first aid room if need arises.</p>	
Use of Yard Bags by several teachers	Medium	Yard bags will not be used. As above teachers will have their own gloves, antiseptic wipes, tissues and plasters. Teachers will also be provided with their own individual notebook to record behavioural incidents and accidents relating to the class or classes they are supervising during break times.	
Use of Sick Bench	Medium	<p>Will not be used.</p> <p>Child who is unable to play in the yard will sit on a chair in the yard under the supervision of the teacher who is supervising their class.</p>	
Prefects	Medium	<p>There will be no prefects as it would mean these children would have to interact with different classes.</p> <p>As above if there is a serious accident on the yard the class teacher will phone the occupational first aider on duty that day.</p> <p>If an infant needs to go to the toilet the SNA with that class will bring them in groups of at least 2.</p>	
Children needing to go to the toilet during break times	Medium	<p>Ensure all children have the opportunity to go to the toilet before and after break times to minimise children needing to go to the toilet during break times.</p> <p>If they need to go to the toilet must do so in the toilet in their own classroom / designated class toilet.</p>	

Classes sharing toilets – Rooms 3 and 4 and Rooms 7 and 8	Medium	Children wash their hands when they return to the classroom.	
Use of Staffroom	Medium	<p>Access to the staffroom will be restricted to 8 staff members at any time.</p> <p>There will only be 8 chairs in the staffroom. The table space which staff are to use will be marked out.</p> <p>SNA's will be divided into 2 groups when using the Staffroom.</p> <p>In the morning before school the staff room can be used by a maximum of 8 staff members on a first come basis.</p> <p>Staff must bring in, use and clean their own equipment and utensils (cup, cutlery, plate etc.).</p> <p>Staff will clean touched surfaces such as fridge door and microwave after use.</p>	
Fire Drills	High	<p>Whole school fire drills will not take place.</p> <p>Teachers will conduct their own fire drill with their class once a term showing them which fire exit they use and where they line up in the event of a fire.</p>	
PE Equipment	Medium	<p>Will still be stored in PE store room. Will need to be cleaned before and after use by a particular class.</p> <p>Children perform hand hygiene before and after PE.</p> <p>Athletics strand or Outdoor and adventure activities strand should be covered in September to reduce amount of equipment used.</p>	
Science / Music / Art Equipment	Medium	Stored in classrooms.	

		<p>Cannot be moved from classroom or shared between different classes.</p> <p>To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.</p> <p>Where possible students should be encouraged to have their own individual art and equipment supplies.</p> <p>Recommended that drawing be covered in September and children use only their own Art supplies.</p>	
Teachers moving between Class to teach other subjects (Tin whistle)	Medium	<p>Will not happen. Teacher will stay with only their own class.</p> <p>Staff members such as Sets or SNAs who move from class bubble to class bubble should be limited as much as possible.</p>	
Coaching	Medium	<p>Will not take place this school year.</p> <p>Will only take place outside, separate equipment for each class and coach will not handle this equipment.</p> <p>Equipment will be cleaned before and after use.</p>	
Homework Journals / Copies / Pupils' Possessions	Medium	<p>Teachers will not correct pupils' copies or handle pupils' possessions.</p> <p>A pupil will not touch another pupil's possessions.</p> <p>Pupils and teachers should avoid sharing of personal items such as pens and other writing material.</p> <p>1<sup>st</sup> – 6<sup>th</sup> class pupils will either have their own books in their bag or on their table. At the end of each day after pupil cleans his table he will take</p>	

		out the books / copies he doesn't need to bring home and leave them on his table.	
Toileting / SNAs		SNAs will wear PPE.	
Touching of door handles	Medium	Classroom doors will be left open with doorstops. Cleaner will clean door handles regularly each day.	Cleaner appointed to clean touch-points each day
Touching of toilet doors	Medium	Children will perform hand hygiene before and after using the toilet.	Cleaner appointed to communal toilets during the day each day
Absent teachers	High	<p>Sequence for covering all teacher absences:</p> <ol style="list-style-type: none"> <li>1. Supply panel if the school is part of a supply panel cluster arrangement,</li> <li>2. School's own panel of regular substitutes,</li> <li>3. National substitute service,</li> <li>4. If no substitute is available from above options then a school may <ul style="list-style-type: none"> <li>• For teachers in mainstream classes, schools use other non-mainstream teachers to cover the absence. A substitute may be employed on a subsequent date when one is available. On that day, the mainstream classroom teacher will undertake non mainstream teaching and the substitute will teach the mainstream class.</li> <li>• For non-mainstream teachers a substitute may be employed on a subsequent date when one is available. Special Needs Class teachers cannot be used in this way.</li> </ul> </li> <li>5. Administrative Principal if applicable.</li> <li>6. Local arrangements that facilitate the pupils to be supervised in a manner that does not involve them being split between existing classes in classrooms.</li> </ol>	Secretary knows this system for accessing subs.

Messages	Medium	No child will be sent to another class on messages. Children will not be allowed to go into other classrooms.	
Teacher going to toilet	Low	If available SNA or SET assigned to that class will mind the class. Teacher next door supervises class without going into the classroom.	
Parent teacher meetings	Medium	Will take place in January / February if possible and if not then online.	
Parents visiting / collecting children for appointments	Medium	All gates are locked from 9:15 – 13:20 and again from 13:30 – 14:20. If parent needs to enter school grounds for an urgent reason during this time will phone to arrange for gate to be opened.	
Suspected Case of COVID 19	High	If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately; Isolate the person and contact J. Drewett or J. Rock. J. Drewett or J. Rock will accompany the individual to the designated isolation area (Kitchen), keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times; Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room; If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a	

		<p>face covering or mask. Gloves should not be used as the virus does not pass through skin; Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises; Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will 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;</p> <p>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;</p> <p>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;</p> <p>Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;</p>	
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		<p>Arrange for appropriate cleaning of the isolation area and work areas involved.</p> <p>The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.</p>	
Sick Child who does not have COVID symptoms	Medium	<p>Class teacher rings the office.</p> <p>Parent will be called and informed.</p> <p>If child needs to be collected will be brought to parent at gate or main entrance by first aider / SNA / SET / Class teacher.</p>	
Delivery of Mail	Medium	Post box will be put on school gate.	Done
Other Deliveries	Medium	Will arrange contactless delivery, invoicing and payment.	
Secondary Hall	Medium	Will not be able to use it.	
Swimming Lessons	Medium	At the moment no class will be going swimming this year.	
Use of our hall / GP room	Medium	<p>Can only be used by one class each day as can only be used by a new class after it has been cleaned.</p> <p>Proximity to isolation room may also pose a risk.</p>	
Collection of Bins	High	There should be regular collection of used waste disposal bags from offices and other areas within the school facility.	

Parents / Children Congregating at the school gate at home time	High	Staggered finishing times for different classes. Fifth and Sixth Class dismissed at 14:25 and leave the school through all gates. Third and Fourth Class dismissed at 14:20 and leave the school through all gates. First and Second Class dismissed at 14:15 and leave the school through all gates. Any older boy waiting on his brother can wait on stars painted at the side of the yards as socially distanced marking spots.	
After School Activities	Medium	After school activities such as the choir or sporting activities will not take place. The aim of the system within the school, is that each class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day.	
Photocopying	Medium	Teachers must wipe down / clean photocopier before and after use. Photocopiers will also be cleaned by cleaning staff each day.	
Student Teachers	Medium	Not to attend school if they have symptoms of COVID-19 under any circumstances.	
Substitute Teachers	Medium	Not to attend school if they have symptoms of COVID-19 under any circumstances.	
Staff Meetings	Medium	Staff meetings may be held remotely, or in small groups or in large spaces to facilitate physical distancing. Held in groups. Zoom meetings for all large staff meetings.	
Visitors to school / staff being in close proximity to secretary	Medium	Plexiglass to be installed at the Reception Hatch and around each secretary's desk.	

Member of staff coming to work with symptoms of COVID 19	High	Request all staff members to confirm on arrival for work each day that they do not have symptoms of COVID-19 infection – Aladdin app?	
Pupil coming to school with symptoms of COVID 19	High	Ensure pupils are aware that if they develop signs or symptoms when at school they should let their teacher know.	
Handling of bins	Medium	Open top bins should be located near wash basins for disposing of paper towels.	Done
Incorrect Hand washing by pupils	High	Water heaters have been installed in all classrooms, staff room and toilets to provide warm water for hand washing. Two hand Sanitisers and container of hand sanitiser in all classrooms. Hand wash holders to be installed in all communal toilets. Posters displaying hand washing technique and promoting hand-washing should be placed on the wall adjacent to washing facilities (these can be downloaded free from <a href="http://www.hpsc.ie">www.hpsc.ie</a> and laminated or placed in a plastic sleeve).	Done
Teacher's desk in close proximity to pupils' desks.	Medium	The teacher's desk should be placed at least 1m and where possible 2m away from pupil's desks.	
Use of shared toys in Infant Classrooms	Medium	All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal. All play equipment should be checked for signs of damage for example breaks or cracks. If they	

		<p>cannot be repaired or cleaned they should be discarded.</p> <p>Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.</p> <p>At this time soft modelling materials and play dough where used should be for individual use only.</p>	
Pupils sharing ICT equipment	Medium	Shared electronics such as tablets, touch screens, keyboards should be cleaned between use.	
Pupils / Staff sharing towels	High	Good quality disposable blue paper towels (preferably wall mounted) will be available at or near the wash hand basins for drying hands. Shared towels will not be used.	
Staff and pupils being in close proximity to each other, particularly in their classroom	High	<p>Where possible staff should maintain a minimum of 1m distance and where possible 2m from pupils. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.</p> <p>A distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary school for all pupils.</p> <p>All available space in the school should be availed of in order to safely maximise physical</p>	

		<p>distancing. The class space should be reconfigured to maximise physical distancing. Maintaining as much distance as is reasonably practicable between people within the classroom is likely to have substantial effect.</p> <p>Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.</p> <p>Where pupils need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to the greatest extent possible to minimise congregation around the point of access to the shared resource.</p> <p>Where sub-groups are formed within a class for group work, to the greatest extent possible the same pupils should generally be in the same group, although movement between groups may be necessary to address tensions between pupils.</p> <p>If a class is divided into Pods, there should be at least [1m distance] between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.</p> <p>Pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context.</p> <p>Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.</p>	
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		<p>All staff members will be provided with two face shields and a €20 allowance to purchase their own mask / masks.</p> <p>Pupils may wear face masks in class. Pupils are shown how to wear and care for masks.</p>	
Use of computer room	Medium	Cleaned after use by the class that uses it.	
Infection of objects (such as desks in classroom)	High	<p>All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.</p> <p>Staff should thoroughly clean and disinfect their work area before and after use each day.</p> <p>Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)</p> <p>Where possible, work-stations should be allocated consistently to the same staff and children rather than having spaces that are shared.</p> <p>Teachers should remove non-essential furniture from their classroom and put it in GP Room.</p> <p>Pupils from 1<sup>st</sup> to 6<sup>th</sup> class clean their own desk and chair each evening. Desks and chairs in infant rooms are cleaned by teachers and SNAs each evening.</p>	
Staff not observing physical distancing with other members of staff / responsibilities of staff members	Medium	<p>Staff will be supplied with 2 face shields and a €20 allowance to purchase their own mask / masks for use in school.</p> <p>Training – all staff required to watch training video.</p>	

		<p>A distance of 2 metres is recommended for physical distancing by staff. In the context of education this is especially relevant to distancing between adults when they are not engaged in teaching for example when on breaks and arriving for work.</p> <p>If a distance of 2m cannot be maintained in staff group interactions, as much distance as possible should be maintained and guidance on face coverings should be observed.</p> <p>Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.</p> <p>Staff meetings may be held remotely, or in small groups or in large spaces to facilitate physical distancing.</p> <p>Implement a no hand shaking policy.</p> <p>Minimise gathering of school staff in workplace at beginning or end of school day.</p> <p>Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.</p> <p>The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Adhere to the School COVID-19 Response Plan and the control measures outlined.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Complete the RTW form before they return to work.</li> <li>• Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.</li> <li>• Must complete COVID-19 Induction Training and any other training required prior to their return to school.</li> <li>• Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.</li> <li>• Coordinate and work with their colleagues to ensure that physical distancing is maintained.</li> <li>• Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.</li> <li>• Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.</li> <li>• Not return to or attend school if they have symptoms of COVID-19 under any circumstances.</li> <li>• If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined.</li> <li>• Keep informed of the updated advice of the public health authorities and comply with same.</li> </ul>	
Use of class library	Medium	<p>Decision of teachers to use or not.</p> <p>Separate area for returned books with sticker on them stating when they were returned. Not to be handled by another pupil until 72 hours after they were returned.</p>	



Use of book rental school books	Medium	Will not be used.	
Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present	High	<p>The room should be cleaned as soon as practicably possible.</p> <p>Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.</p> <p>Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.</p> <p>Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach). Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.</p> <p>Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.</p> <p>If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.</p>	
More than one person displaying signs of COVID 19	High	Second isolation area will be GP room if needed.	

<p>A negative impact on Staff Wellbeing</p>	<p>High</p>	<p>Staff made aware that support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service.</p> <p>Staff are also made aware of the following:  Under the Employee Assistance Service, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff</p>	
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		wellbeing in schools as schools reopen and during the upcoming school year. P. Ryan will be appointed to staff wellbeing role. Part of 2 Croke Park Days will be used for staff to voice concerns.	
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