

## **Scoil Mhuire Moycullen 19529C**

### **Updated Risk Assessments to minimise the risk of being exposed to Covid-19 September 2021**

The process involved consultation with all school staff.

#### **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 Board of Management of Scoil Mhuire 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 updated 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 added to the Safety Statement for Scoil Mhuire 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.

#### **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 rate them so that they can be controlled in an orderly way. The risks in each case have been identified as HIGH, MEDIUM or LOW.

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<b>Spread of Covid-19 Virus through Inadequate Staff Training and Lack of Information</b>  Persons deemed most at risk of complications if they contract COVID-19 are: <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> Known effects of COVID-19 are: <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>The Board of Management will revise the current Covid-19 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. The Lead Worker Representative (LWR) and Assistant Lead Worker Representative (ALWR) 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"> <li>✓ Ensure that all staff receive necessary induction training prior to returning to work</li> <li>✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, WHO, etc.)</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul>	<b>LOW</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b>
<u>Assessment Date:</u> September 2021		<u>Assessor's Name:</u> T. Kavanagh		

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus through Poor Hygiene</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>The BoM will ensure that all staff can wash their hands regularly. Soap and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> <li>○ After coughing or sneezing</li> <li>○ Before and after eating</li> <li>○ Before and after using protective gloves</li> <li>○ When arriving and leaving the school campus</li> <li>○ After toilet use</li> </ul> </li> <li>✓ Cover their mouths and nose with a tissue or their sleeve when coughing and sneezing.</li> <li>✓ Put used tissues into a bin and wash their hands</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces</li> </ul> <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. Employees should not attend work if they display any of the symptoms consistent with COVID-19, as below:</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ A new cough</li> <li>✓ Shortness of breath or breathing difficulties</li> <li>✓ A loss or change in sense of smell</li> </ul> <p>Any Staff Member displaying symptoms of COVID-19 must not attend school and must seek medical advice to determine if a COVID-19 Test is required.</p> <p>Any Staff Member who is awaiting the outcome of a COVID-19 test must not attend school.</p> <p>Any staff member living with someone who is self-isolating, restricting movements or waiting for a Covid-19 test must follow guidance of the HSE, which may involve not attending school.</p> <p>Any Staff Member who has been identified as a close contact of a positive case of COVID-19 must adhere to the prevailing HSE Guidance.</p>	<b>MODERATE</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b> <b>Visitors</b>

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 or the HSE.

Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSE Live for advice **1850 241850**

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Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<b>Spread of Covid-19 Virus through Poor Hygiene</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Appropriate social distancing markings are in place</li> <li>✓ Necessary PPE is available to staff</li> <li>✓ Standard cleaning and maintenance regimes are put in place and detailed records retained</li> <li>✓ Toilet facilities are cleaned regularly</li> <li>✓ All drinking water facilities are shut down</li> <li>✓ Equipment sharing is minimised. Staff are encouraged not to share equipment</li> <li>✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags)</li> <li>✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people</li> <li>✓ Covid compliant work areas to be available where social distancing guidelines can be applied</li> <li>✓ There is staggered use of staffroom or other communal facilities</li> <li>✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow</li> <li>✓ All waste collection points are emptied regularly throughout and at the end of each day.</li> <li>✓ Staff use gloves when removing rubbish bags or handling and disposing of any Rubbish and they wash hands with soap and water for at least 20 seconds afterwards</li> <li>✓ Staff are responsible for monitoring and, when necessary, replacing paper hand towel, soap, toilet paper and hand sanitizer in their classrooms</li> </ul>	<b>MODERATE</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b> <b>Cleaners</b>
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Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus through Inadequate Social Distancing</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules (2 metres) in relation to entering the school, use of facilities and while working in the school</li> <li>✓ physical spacing for work stations and common spaces, such as entrances/exits, areas, staffroom, stairs, where congregation or queuing of staff, or students of visitors might occur</li> <li>✓ Break times will continue to be staggered and school supervision procedures must be strictly adhered to</li> <li>✓ Morning Drop Off and Evening Pick Up systems will remain in place to avoid congregation on/near premises</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school premises</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the school premises</li> <li>✓ Whole-staff meetings will take place online. Staff group meetings (max 8 persons) will take place onsite in socially distanced conditions</li> <li>✓ There is currently a strict no handshaking policy in place within the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</li> </ul> <p><b>Where 2 metre distance cannot be maintained</b></p> <p>Requirements for personnel working within 1 metre of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> <li>✓ No worker has symptoms of Covid-19</li> <li>✓ The close contact work cannot be avoided</li> <li>✓ Installation of a perspex screen in the school office</li> <li>✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice</li> <li>✓ Prior to putting on appropriate PPE, staff will wash/sanitise their hands thoroughly</li> </ul>	<b>MODERATE</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b> <b>Visitors</b>
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Who may be affected?	Identified Risks	Ventilation	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<b>Spread of Covid-19 Virus through Poor Ventilation</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>Good ventilation is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that levels of CO2 within school buildings are regularly monitored and that classrooms and communal spaces are appropriately ventilated.</p> <p><b>CO2 Monitoring</b> The school has been supplied with 9 CO2 monitors. These have been deployed to classrooms and will be rotated between classrooms on a regular basis.</p> <p>Teachers will monitor the levels of CO2 in their classrooms and will take appropriate action to increase ventilation should levels rise beyond acceptable levels.</p> <p><b>Ventilation</b> Staff and management will ensure that classrooms and communal areas are well ventilated throughout the school day. Windows will remain open throughout the day. Doors will remain open as much as is practically possible. Windows and doors will remain open at breaktimes and for at least 15 minutes after school.</p>	<b>HIGH</b>	<b>Principal Staff</b>
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Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus through Inadequate Cleaning Measures</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ 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 bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed</li> <li>✓ Staff are responsible for cleaning their workspaces/desks, sinks and door-handles of their classrooms on a regular basis throughout the day</li> <li>✓ Contract Cleaning Company has been engaged by the school to carry out daily cleaning of the school premises to COVID-19 standards.</li> <li>✓ Contract Cleaning Company has been apprised of cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE is available to allow for increased cleaning</li> <li>✓ Cleaning staff 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</li> <li>✓ System in place for the disposable 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, labelled (case number) and stored in a secure area for 72 hours before being presented for general waste collection</li> <li>✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use</li> <li>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</li> </ul> <p>CLEANING AFTER A SUSPECTED CASE OF COVID-19</p> <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ The area will be cleaned with disinfectant and sanitised after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people</li> <li>✓ For cleaning purposes, a face mask and disposable gloves should be worn.</li> <li>✓ Particular attention should be paid to frequently touched areas and surfaces,</li> </ul>	<b>LOW</b>	<p><b>Board of Management</b></p> <p><b>Principal</b></p> <p><b>Staff</b></p> <p><b>Contract Cleaners</b></p>

such as toilets, banisters on stairwells and doorhandles.

- ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) visors and disposable aprons should be worn.
- ✓ Hands to be washed 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 will be cleaned as normal

All surfaces that the symptomatic person has come into contact with to be cleaned and disinfected, including objects which are visibly contaminated with body fluids.

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Who may be affected?	Identified Risks	Office and Administration Areas		
		Controls	Risk Rating with controls	
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<b>Spread of Covid-19 Virus through Lack of Space and Overcrowding in Administration Areas</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Office capacity remains extended to facilitate the maintenance of physical distancing between designated workstations and staff.</li> <li>• The number of staff permitted to work in an office at any particular time shall belimited to 3 as a necessary control measure to protect health and safety.</li> <li>• Printer and Photocopying inaccessible to staff members. All photocopying to be done by Administration Staff.</li> <li>• Administration area inaccessible to any other that Administration and Ancillary Staff.</li> </ul>	<b>MODERATE</b>	<b>Board of Management</b> <b>Principal</b> <b>Administration Staff</b>
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Who may be affected?	Identified Risks	Use of PPE		Risk Rating with controls	Action implementation
		Controls			
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus through Insufficient PPE or Improper Use of PPE</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>The wearing of face masks of the Type IIR or KN95 variety is mandatory inside school buildings at all times and outdoors on school premises where a minimum social distance of 2 metres cannot be consistently maintained.</p> <p>Staff will be provided with a range of PPE and provided with information and advice 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>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:  <a href="https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html">https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</a></p> <p>Disposable Medical Grade Masks in EN16483 (Type IIR) Category provided to all staff. KN95 Masks provided to SEN Teachers, SNAs, Pregnant Staff and Staff at High Risk of Illness due to COVID-19</p> <p>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 be providing gloves to staff for cleaning purposes rather than for general use.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>		<b>MODERATE</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b>
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Who may be affected?	Identified Risks	Handling Books and Other Resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			
<b>Staff (particularly SNAs, school secretaries and school book rental co-ordinator) Pupils</b>	<p><b>Spread of Covid-19 Virus through Handling of Books and Resources</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>The Board of Management has to prepare for the return of school books (bookrental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> <li>• Maintain physical distancing (currently 2 metres)</li> <li>• 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</li> <li>• Follow the agreed school protocols if you are displaying symptoms of Covid-19</li> <li>• Any books or other items (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</li> <li>• Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year</li> <li>• Hands should be washed in line with relevant guidance</li> </ul>		<p><b>LOW</b></p>	<p><b>Board of Management Principal Staff</b></p>
<p><u>Assessment Date:</u> August, 2020</p>			<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Using Hand Tools or Equipment	Risk Rating with controls	Action implementation
		Controls		
Staff	<p><b>Spread of Covid-19 Virus through Use of Hand Tools or Equipment</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking</li> <li>✓ All tools and equipment must be properly sanitised to prevent cross contamination</li> <li>✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable</li> <li>✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use</li> </ul>	<b>LOW</b>	<b>Board of Management Principal Staff</b>
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Who may be affected?	Identified Risks	Dealing with a Suspected Case of COVID-19		Risk Rating with controls	Action implementation
		Controls			
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus through Improper Procedure in dealing with Suspected Cases of COVID-19</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p><b>The Board of Management has:</b></p> <ul style="list-style-type: none"> <li>✓ Appointed Staff Members to be in charge for dealing with suspected cases.</li> <li>✓ Has identified a designated Covid-19 Isolation Area available on the school premises, to cater for a person displaying signs of Covid-19. The designated area and the route to the designated area is as accessible as is reasonable and practicable. The designated area has the ability to isolate the person behind a closed door and away from other persons.</li> </ul> <p>✓</p> <p><b>If a person displays symptoms of COVID-19 the following procedure is to be implemented:</b></p> <ul style="list-style-type: none"> <li>✓ The person will be isolated and accompanied to the designated isolation area via the isolation route by a colleague/staff member 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.</li> <li>✓ A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.</li> <li>✓ The staff member in charge will 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.</li> <li>✓ The person presenting with symptoms will remain in isolation if they cannot immediately go home and the staff member in charge will 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.</li> <li>✓ If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms. Public transport will not be used</li> <li>✓ 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.</li> <li>✓ An assessment of the incident will be carried out which will form part of determining follow-up actions and recovery.</li> <li>✓ All tissues, facemasks and PPE used will be double bagged and disposed of in the General Waste bin.</li> <li>✓ The Staff Member in Charge will sterilise all items with which the person has come in contact, i.e. desk, chair.</li> <li>✓ The Staff Member in Charge will attend to his/her own handwashing after dealing with the person.</li> <li>✓ The room in which the person was in will be thoroughly cleaned after school by the</li> </ul>	<p><b>HIGH</b></p>	<p><b>Board of Management</b>  <b>Principal</b>  <b>Staff</b></p>	

Contract Cleaners, who will be made aware of the presence of a person displaying symptoms in that room on that day.

- ✓ The COVID-19 Isolation area will be thoroughly cleaned and sanitised.

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Who may be affected?	Identified Risks	Cleaning a Space with a Suspected/Confirmed Case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b>	<p><b>Spread of Covid-19 Virus through Improper Cleaning Procedure re. Suspected Cases of COVID-19</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Disposable cloths or paper roll should be used 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</p> <p>Disinfectants used should be effective against viruses.</p> <p><b>Additionally:</b></p> <p>Care should be taken to avoid creating splashes and spray when cleaning.</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned washing should be disposed of</p> <p><b>Laundry</b></p> <p>Items to be washed at a temperature of 60 degrees celcius. Clean and disinfect anything used for transporting laundry</p> <p><b>Waste Management</b></p> <p>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 disposed of in the General Waste Bin.</p>	<b>HIGH</b>	<p><b>Board of Management</b>  <b>Principal</b>  <b>Staff</b></p>	
<p><u>Assessment Date:</u> August, 2020</p>			<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Contact with Cleaning Agents/Sanitiser	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Contractors</b> <b>Public</b>	<b>Risk of Injury/Harm to Pupils through Contact with Cleaning Agents/Sanitiser Suspected Cases of COVID-19</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>Cleaning agents used in the school are approved by the Department of Education and Skills.</p> <p>Cleaning products used by the Contract Cleaners are stored in the Cleaner’s Room, which is secured by a coded locking mechanism and is inaccessible to pupils.</p> <p>Cleaning products used by staff such as disinfectant, antiviral sprays and wipes and kept securely by teachers in their rooms.</p> <p>Wall mounted hand sanitisers have been placed at various locations throughout the school premises. Their use by pupils is, as much as possible, supervised. In situations where their use by pupils cannot be supervised, i.e. toilet blocks, pupils have been instructed in their proper use.</p> <p>Use by pupils of hand-pump sanitisers is supervised by the class teacher.</p> <p>Pupils are not allowed to bring their own hand sanitiser to school with them.</p>	<b>LOW</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b> <b>Cleaning staff</b>
<u>Assessment Date:</u> September 2021		<u>Assessor’s Name:</u> T. Kavanagh		

Who may be affected?	Identified Risks	<b>Pregnant Staff Members and Staff Members at Very High Risk or High Risk of Serious Illness due to COVID-19</b>		Risk Rating with controls	Action implementation
		Controls			
<b>Staff Members</b>	<p><b>Contraction of COVID-19 by Staff Members at Particular Risk of COVID-19</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p><b>Controls to be put in place to mitigate/reduce the identified risk(s).</b></p> <ul style="list-style-type: none"> <li>✓ Staff member has been offered the opportunity to work in SEN at a safer, more manageable distance from pupils.</li> <li>✓ Staff member will be provided with PPE including KN95 facemasks.</li> <li>✓ Staff member will wear a KN95 facemask at all times apart from while eating/drinking</li> <li>✓ Staff member will make all practicable efforts to maintain a 2m distance from pupils.</li> <li>✓ Staff members will maintain a 2 metre distance from colleagues.</li> <li>✓ Parents will not be permitted to access the school premises apart from in the Halla Mór at Infant Drop Off and Collection. 2 metre distance applies.</li> <li>✓ Meetings with parents will only take place remotely, e.g. via telephone call or Zoom.</li> <li>✓ The school is cleaned to a high COVID-19 standard on a daily basis by a professional contact cleaner.</li> <li>✓ The levels of CO2 will be monitored in the classroom.</li> <li>✓ The doors of the main school building will remain open throughout the day.</li> <li>✓ The classroom windows and louvred glass panels above the door will remain open throughout the school day.</li> <li>✓ The classroom will be thoroughly ventilated during breaktimes and after school for 30 minutes each evening.</li> <li>✓ Staffroom has been repurposed. Staff will take lunch in the Halla Mór or outside in the Centre Court.</li> <li>✓ Toilets will be cleaned each day.</li> <li>✓ Staff member will maintain a 2 metre distance from colleagues.</li> <li>✓ Staff member will wear a KN95 facemask at all times apart from while eating/drinking</li> <li>✓ Cleaning products have been approved by the DES.</li> </ul>		<b>MODERATE</b>	<p><b>Board of Management Principal Staff Members</b></p>

- |                                     |  |   |  |  |
|-------------------------------------|--|---|--|--|
|                                     |  | <ul style="list-style-type: none"><li>✓ Staff member will only use provided cleaning products.</li><li>✓ Staff member has been provided with a high stool to enable her to sit while teaching.</li><li>✓ Staff member has been advised to sit occasionally and to avoid long periods standing.</li><li>✓ Staff member has been instructed not to engage in heavy lifting or carrying and to request assistance from the Principal/Caretaker.</li><li>✓ Staff member has been instructed not to engage in climbing or high reaching and to request assistance from the Principal/Caretaker.</li><li>✓ Staff member will ask for assistance from a colleague.</li><li>✓ Staff member will maintain a 2 metre distance from pupils.</li><li>✓ Staff member will not be required to sweep floors.</li><li>✓ Staff member will only engage in light wiping/cleaning of personal workspace, door handles, etc.</li><li>✓ Staff member will be excused from supervision of children in the yard at breaktimes.</li></ul> |  |  |
| <u>Assessment Date:</u> August 2021 |  | <u>Assessor's Name:</u> T. Kavanagh   |  |  |

Who may be affected?	Identified Risks	Travel To and From Work	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b>	<b>Spread of Covid-19 Virus</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case <b>they should not travel to work.</b></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>Staff should avoid the use of public transport when travelling to and from work.</p>	<b>LOW</b>	<b>Staff</b>
<u>Assessment Date:</u> September 2021		<u>Assessor's Name:</u> T. Kavanagh		

Who may be affected?	Identified Risks	<b>Reception and Release of Pupils</b> Controls	Risk Rating  with controls	Action implementation
<b>Staff Pupils</b> <b>Parents</b> <b>Bus Drivers</b> <b>Public</b>	<p><b>Spread of Covid-19 Virus</b></p> <p><b>Persons deemed most at risk of complications if they contract COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <p><b>Known effects of COVID-19 are:</b></p> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<p>Arrangements for dropping off and picking up pupils from the school facility have been organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>The Board of Management has provided a designated drop off/awaiting area for pupils coming to school by bus that supports social distancing measures.</p> <p>Parents/guardians will be encouraged to park their cars away from the school premises</p> <p>Where SEN pupils with care needs or pupils using wheelchairs are dropped off, the accompanying adult should remain outside the school premises. A designated staff member will come to the car to receive thepupil and will avoid or limit physical contact with the accompanying adult. A similar processwill be followed for pick up.</p>	<p><b>LOW</b></p>	<p><b>Board of Management</b>  <b>Principal</b>  <b>Staff</b>  <b>Bus Drivers</b></p>
<p><u>Assessment Date:</u> September, 2020</p>		<p><u>Assessor's Name:</u> T. Kavanagh</p>		

Who may be affected?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		
<b>Staff</b> <b>Pupils</b> <b>Visitors</b> <b>Public</b>	<b>Spread of Covid-19 Virus through Visitors to the School</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<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"> <li>✓ Make a prior appointment before visiting the school</li> <li>✓ Remain at home if they have any Covid-19 symptoms</li> <li>✓ Follow the agreed Covid-19 protocols for the school</li> <li>✓ Sanitise before entering the premises</li> <li>✓ Wear a face mask</li> <li>✓ Record his/her attendance in the Contact Tracing Log</li> <li>✓ Adhere to social distancing requirements</li> <li>✓ Not to loiter – complete their business and leave premises</li> </ul>	<b>LOW</b>	<b>Board of Management Principal</b>
<u>Assessment Date:</u> September 2021		<u>Assessor's Name:</u> T. Kavanagh		

Who may be affected?	Identified Risks	Management of Deliveries and Supplies to School		Risk Rating with controls	Action implementation
		Controls			
<b>Staff</b> <b>Pupils</b> <b>Drivers</b>	<b>Spread of Covid-19 Virus</b>  <b>Persons deemed most at risk of complications if they contract COVID-19 are:</b> <ul style="list-style-type: none"> <li>• Persons over 60 years of age</li> <li>• Persons with long-term medical conditions, e.g. heart disease, high blood pressure,</li> <li>• Lung disease, diabetes, cancer</li> <li>• Pregnant women</li> </ul> <b>Known effects of COVID-19 are:</b> <ul style="list-style-type: none"> <li>• A Fever (temperature over 37.5 celsius)</li> <li>• A cough</li> <li>• Shortness of breath</li> <li>• Loss or distortion of sense of taste or smell</li> <li>• Death</li> </ul>	<b>Management of Deliveries and Supplies to School</b>  Drivers to call the school office in advance, where possible  All drivers to remain outside main school building  All deliveries to be made to the front door of the main school building.  Deliveries to be authorised in advance.		<b>LOW</b>	<b>Board of Management</b> <b>Principal</b> <b>Staff</b> <b>Delivery Personnel</b>
<u>Assessment Date:</u> September, 2020			<u>Assessor's Name:</u> T. Kavanagh		



