

**Holy Family NS**

**Tubbercurry**



**Covid 19  
Risk Assessment Document**

Who may be affected?	Identified Risks	Risk Communication, Education and Training 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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management of HFNS 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 staff representatives 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 training prior to returning to work</li> <li>✓ Provide posters, information and notice boards to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul>	Negligible	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)			<u>Risk Level Action</u> 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: June, 2020

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and/or appropriate sanitisers (i.e. hand gel dispensers, etc.) will be made 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 or preparing food</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 mouth 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> <li>✓ Sanitiser will be located in all classrooms and at entry points. Staff are encouraged to sanitise often.</li> <li>✓ PPE box is available in all classrooms/isolation room. The PPE box provides the staff member with apron/medical mask/children's mask/gloves/wipes</li> </ul> <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul> <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow <a href="https://www2.hse.ie/">https://www2.hse.ie/</a> for regular updates or can contact HSELive for advice <b>1850 241850</b></p>	Requires monitoring	<p>Board of Management Principal Staff Visitors</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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<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 will be 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 canteen/kitchen 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> </ul>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
<p><b>Risk Level Calculation</b></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><b>Risk Level Action</b></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>		
Assessment Date: June, 2020		Assessor's Name:		

Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation
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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will endeavour to ensure that:</p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school</li> <li>✓ physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, lifts, kitchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur</li> <li>✓ Break times will be staggered and school supervision procedures must be strictly adhered to</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility</li> <li>✓ Meetings of staff will take place online and by using teleconferencing facilities. Use of Aladdin notifications for staff notes. Staff emails have been allocated and a staff whatsapp group. Where necessary the school hall can be used for meetings – while ensuring 2m distancing and wearing of masks.</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 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> <li>✓ No worker has symptoms of Covid-19</li> <li>✓ The close contact work cannot be avoided</li> <li>✓ Installation of physical barriers e.g. clear plastic sneeze guards</li> <li>✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice</li> <li>✓ An exclusion zone for &lt;2m work will be set up pre task commencement</li> <li>✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly</li> </ul>	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management Principal Staff Visitors</p>
<u>Risk Level Calculation</u>  (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)		<u>Risk Level Action</u> 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		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>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>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</li> <li>✓ 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</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 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> <li>✓ For Health and Safety Reasons all cleaning products must be stored carefully and out of reach of children.</li> <li>✓ School site should be prepared for full class entry every day.</li> </ul>	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)			<u>Risk Level Action</u> 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	

Who may be affected?	Identified Risks	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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff</li> <li>• The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety.</li> <li>• Ventilation system purchased for office of the secretary and the principal.</li> <li>• Screens purchased for all staff tables.</li> <li>• Portable screens also purchased for the staff room, for support teaching and for SNA's.</li> <li>• We operate a clean wipe system – computers/phones/staplers etc should be wiped down after use. For safety the phone should be wiped before use</li> </ul>	Requires monitoring	Board of Management Principal Administration staff
<u>Risk Level Calculation</u> (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)		<u>Risk Level Action</u> 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		

Who may be affected?	Identified Risks	Use of PPE 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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The 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>PPE box has been provided for all staff. The PPE box contains medical mask, wipes, thermometer, visor, lunch bags, apron and gloves.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and 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>Masks and/or visors must be worn in the school grounds by all staff and anyone visiting the school. Gloves must be worn when administering First Aid.</p> <p>In the case of a suspected case PPE must be worn.</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>Face masks will be provided to all staff starting at the meetings with parents to give our and collect books prior to the summer. Further masks will be provided in September. Masks will also be restocked regularly. It is the staff's responsibility to ensure they wear a mask and their mask is clean. Plastic bags are provided for safe storage of used masks. Masks should never be left for others to pick up.</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 will not be providing gloves to staff for general use.</p>	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)		<u>Risk Level Action</u> 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		



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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management has to prepare for the return of school books (book rental 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>• Staff are provided with PPE – mask/visor, gloves, aprons, sanitizer.</li> <li>• Books are collected outside. Canopies were erected to keep staff dry.</li> <li>• Plastic boxes were purchased to store the books.</li> <li>• Families were allocated arrival times to reduce contacts.</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. Materials were returned in June and not opened until August.</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>	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Using hand tools or equipment Controls	Risk Rating with controls	Action implementation
<b>All staff</b>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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> <li>✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use</li> </ul>	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)		<u>Risk Level Action</u> 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		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

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"><li>• 60 years of age and over</li><li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li><li>• pregnant women</li></ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"><li>• A fever (high temperature of 37.5 degrees Celsius or above)</li><li>• A cough - this can be any kind of cough, not just a dry cough</li><li>• Shortness of breath or breathing difficulties</li><li>• Loss of sense of smell</li><li>• Loss of sense of taste or distortion of sense of taste</li><li>• Death</li></ul>	<p><b>The Board of Management will:</b></p> <ul style="list-style-type: none"><li>✓ Appoint an appropriate person for dealing with suspected cases. (see plan)</li><li>✓ Have a designated isolation area available within the school building. The isolation room is at the back of the school. A PPE box is in the area. Signage is displayed on the door.</li></ul> <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>✓ 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.</li><li>✓ Provide a mask 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. PPE box available in the isolation room /plus screens.</li><li>✓ 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>✓ Letters are sent home with all children who have to be isolated.</li><li>✓ 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</li></ul>		Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)			<u>Risk Level Action</u> 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		
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)  Controls	Risk Rating with controls	Action implementation
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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ 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</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>✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li> <li>✓ Arrange for appropriate cleaning of the isolation area and work areas involved.</li> </ul> <p><b>First Aid</b></p> <p>Accidents – minor and major – can happen in a school setting. For health and safety reasons staff must wear a mask when near a child in case one or the other is asymptomatic If a child has an accident in the class/yard the teacher assesses the accident at a safe distance If a child needs first aid they are removed from the yard and brought to the area outside the office Anyone administering first aid should wear a face covering and gloves. A PPE box is located outside the office door. Sanitiser should be used before dealing with the incident Sanitiser can be applied over the gloves. In the case of bump – ice is available in the freezer. The ice is placed in a small plastic bag. When the child is finished with the ice bag it is thrown in the waste bin. An accident report is completed for the school/parent Used PPE is disposed of in waste bins Seating area sprayed down after use</p> <p>In the case of head injuries we ring home.</p>	Requires monitoring	Board of Management Principal Staff
<b>Risk Level Calculation</b> (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)		<b>Risk Level Action</b> 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		

Who may be affected?	Identified Risks	Covid-19 cleaning Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ 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</li> <li>✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged,</li> <li>✓ 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</li> <li>✓ 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</li> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</li> <li>✓ 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</li> <li>✓ 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</li> </ul>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<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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Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surface 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><b>Additionally:</b></p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture mattresses for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned 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>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<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>	
<p><u>Assessment Date:</u>    June, 2020</p>			<p><u>Assessor's Name:</u></p>	

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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>✓ Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell 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</li> <li>✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above</li> </ul> <p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>✓ Waste should be put in a plastic rubbish bag and tied when full</li> <li>✓ The plastic bag should then be placed in a second bin bag and tied</li> <li>✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>✓ 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 has been stored for at least 72 hours</li> <li>✓ 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</li> </ul>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<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>	
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>	

Who may be affected?	Identified Risks	Travel to and from work 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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>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>	Requires monitoring	All staff
<u>Risk Level Calculation</u> (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)		<u>Risk Level Action</u> 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		



Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with controls	Action implementation
Staff Pupils Parents/guardians Bus and taxi 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"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>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> <ul style="list-style-type: none"> <li>• Staff and children only allowed within the school gate.</li> <li>• Signage posted on entry points to inform parents and members of the public</li> <li>• Parent letters/texts and school website used to inform parents.</li> <li>• Staff will welcome children to classes from 910 to reduce congestion</li> <li>• Principal, support staff and caretaker will monitor entry and exit from the school.</li> <li>• Frequent messages are sent to parents to remind them of drop off times and collection times.</li> <li>• Classes leave school in staggered groups. This is to ensure there aren't clusters of people at the school gate</li> </ul> <p>Infants leave together at 2pm and are collected at front gates 1st/2<sup>nd</sup>/family groups/ after school leave together When they have cleared the site a bell sounds for 3<sup>rd</sup>/4<sup>th</sup> Finally 5<sup>th</sup>/6<sup>th</sup> leave</p>	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers
<u>Risk Level Calculation</u> (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)			<u>Risk Level Action</u> 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	

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"><li>• 60 years of age and over</li><li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li><li>• pregnant women</li></ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"><li>• A fever (high temperature of 37.5 degrees Celsius or above)</li><li>• A cough - this can be any kind of cough, not just a dry cough</li><li>• Shortness of breath or breathing difficulties</li><li>• Loss of sense of smell</li><li>• Loss of sense of taste or distortion of sense of taste</li><li>•Death</li></ul>	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises. Therefore even BOM members must make an appointment to visit the school grounds. This gives good example to the school community.</p> <p><b><u>Visits to the school will be severely restricted and visitors will be asked to:</u></b></p> <table><tr><td>✓</td><td>Make a prior appointment before visiting the school</td></tr><tr><td>✓</td><td>Remain at home if they have any Covid-19 symptoms</td></tr><tr><td>✓</td><td>Follow the agreed Covid-19 protocols for the school</td></tr><tr><td>✓</td><td>Sanitise before entering the premises</td></tr><tr><td>✓</td><td>Attendance to be recorded on entry to building</td></tr><tr><td>✓</td><td>Wear PPE if instructed. Masks are mandatory in our school.</td></tr><tr><td>✓</td><td>Adhere to social distancing requirements</td></tr><tr><td>✓</td><td>Not to loiter – complete their business and leave premises</td></tr></table>		✓	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. Masks are mandatory in our school.	✓	Adhere to social distancing requirements	✓	Not to loiter – complete their business and leave premises	Requires monitoring	Board of Management Principal
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Who may be affected?	Identified Risks	Management of deliveries and supplies to school		Risk Rating with controls	Action implementation
		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"><li>• 60 years of age and over</li><li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li><li>• pregnant women</li></ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"><li>• A fever (high temperature of 37.5 degrees Celsius or above)</li><li>• A cough - this can be any kind of cough, not just a dry cough</li><li>• Shortness of breath or breathing difficulties</li><li>• Loss of sense of smell</li><li>• Loss of sense of taste or distortion of sense of taste</li><li>•Death</li></ul>	<ul style="list-style-type: none"><li>▪ area</li><li>▪ requirements</li><li>▪ deliveries</li></ul>	<p>All drivers to remain in their vehicle and to follow instructions to set down</p> <p>Ensure that all delivery transactions comply with physical distancing</p> <p>Agree a delivery protocol with suppliers</p> <p>All deliveries to be planned with allocated times for collections and</p> <p>Arrangements to be made for paperless deliveries</p> <p>System to be agreed with suppliers to ensure reconciliations are accurate</p> <p>Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.</p> <p>.</p>	Requires monitoring	Board of Management Principal Staff Delivery personnel
<u>Risk Level Calculation</u> (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)			<u>Risk Level Action</u> 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		
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>		

