



Risk Assessment Document to minimize the risk of being exposed to Covid-19

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Risk Assessments to minimise the risk of being exposed to Covid-19

This process is a working document drawn up and updated by all school staff and the Board of Management

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM of Greystones Educate Together National School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

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

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the current Safety Statement of Greystones Educate Together National School 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
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organization of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

Risk Communication, Education and Training

The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.

The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.

The Board of Management will:

- ✓ Ensure a Return to Work (RTW) form should be completed and returned to the school within 3 days of returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.
- ✓ Ensure that all staff receive necessary training prior to returning to work
- ✓ Provide posters, and information to increase awareness of Covid-19 among staff and pupils
- ✓ Promote safe individual practices within the school campus
- ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness
- ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation.
- ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene

- ✓ Advice that all staff are familiar with the proper use of PPE as per HSE guidelines

Dealing with a suspected case of Covid-19

The Board of Management will:

Appoint an appropriate person for dealing with suspected cases (Greystones Educate Together has appointed the Principal, Helen McClelland, and, in her absence, the Deputy Principal, Gráinne McGillicuddy).

- The SET teacher of a suspected case of Covid 19 in a pupil will be responsible for the monitoring of this pupil in the designated area.
- Have a designated isolation area available within the school building.
- The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities.
- The isolation area is equipped fully with the appropriate materials for dealing with the suspected case of Covid – 19.
- The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned.
- It would be important that the designated area has the ability to isolate the person behind a closed door and away from others.

Who may be affected?	Identified Risks	Staff (Personal) Hygiene Measures	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness/Death 	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ○ Before needing to touch eyes, nose and mouth. ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>No Staff Member are permitted to attend work if they display any of the symptoms:</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p><u>Staff will need to self-isolate:</u></p> <ul style="list-style-type: none"> • if they have symptoms of coronavirus • while you wait for a test appointment and your test results, if you have symptoms of coronavirus. If you are being tested as a close contact of a confirmed case of coronavirus and you don't have any symptoms, you should restrict your movements instead • if you have had a positive test result for coronavirus <p><u>Advise staff and pupils not to return to or attend school in the event of the following:</u></p> <ul style="list-style-type: none"> if they are identified by the HSE as a close contact of a confirmed case of COVID-19 if they live with someone who has symptoms of the virus <p>If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.</p> <p>Advise staff and pupils to cooperate with any public health officials and the school for</p>	Requires monitoring	Board of Management Principal Staff

		<p>contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.</p> <p>School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting</p>		
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Who may be affected?	Identified Risks	Hygiene (Building use by Staff)		Risk Rating with controls	Action implementation
		Controls			
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) 	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can't be applied ✓ There is staggered use of staff room or other communal facilities ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow 		Requires monitoring	Board of Management Principal Staff

	<ul style="list-style-type: none"> • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>Teachers will:</p> <ul style="list-style-type: none"> • Follow guidelines specified by BOM in all areas of the school • Teachers will ensure they sanitise their hands when entering and exiting vehicles including school bus and when entering and exiting the school building. • After cleaning has taken place in their classroom, teachers should only work at their own personal work space which should then be cleaned by the teacher before leaving • Ensure their classrooms are well ventilated at all times and in line with the most up to date guidance from the Department to achieve good ventilation 		
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Who may be affected?	Identified Risks	Social Distancing (staff)	Risk Rating with controls	Action implementation
		Controls		
All staff Visitors Pupils	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management and all teachers will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, and while working in the school ✓ physical spacing (2 metres apart where possible, or, where this is not possible, 1 metre apart) for work stations and common spaces such as classrooms, such as entrances/exits, lifts, kitchen areas, staffroom, stairs, where congregation or queuing of staff, or students of visitors might occur ✓ Break times will be staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ Appropriate social distancing arrangements will be in place throughout the classrooms ✓ Meetings of staff will take place online and/or in groups adhering to public health guidelines ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible <p>Where 2 metre distance cannot be maintained, 1 metre will be adopted.</p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ PPE is present in line with the approved risk assessment face covering, and public health advice ✓ An exclusion zone for <2m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 	Requires monitoring	Board of Management Principal Staff Visitors

Who may be affected?	Identified Risks	Cleaning (staff personal responsibility)	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff are advised to clean personal items that they bring to work (e.g. mobile phones) on a frequent basis and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves 	Requires monitoring	Board of Management Principal Staff

Who may be affected?		Use of PPE (staff)	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face masks or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and the BOM advice staff to keep up to date with current HSE guidelines regarding the usage of the appropriate materials.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will be required to be worn within the school facility according to current occupational and public health guidance. Teachers and staff are required to wear face mask at all times in the school building.</p> <p>Alcohol-based sanitiser must not be stored or used near heat or naked flame</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: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks will be provided to all staff and are available for use from the Principal, Deputy Principal and Lead Worker Representative.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes however, single use gloves will be provided at communal machines such as printers etc and may be used, correctly, during activities where staff would feel this protection necessary.</p> <p>PPE that is in use in the classroom (hand sanitiser, class packs for example) are available to replenish from the Deputy Lead Worker Representative.</p>	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff including SNAs, school secretaries and school book rental coordinators	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) 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"> • 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 • 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 • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared • Hands should be washed in line with relevant guidance • If a book travels from home to school, this will be placed in an airtight box for 72 hours prior to being handled by a pupil or teacher. • If a child is returning their individual box to school after a period of remote learning. The box/boxes must be sanitised at the entrance of the school before being returned to the classroom to quarantine for 72 hours before any materials in the box are used. <p>In relation to handling Resources in the classroom:</p> <p>Teachers will:</p> <ul style="list-style-type: none"> • In relation to soft materials (paper, books etc.) quarantine items for 72 hours as highlighted above. Once specified time has expired, items will be wiped clean for use • In relation to hard materials (blocks, plastic toys, etc.) where possible the items will be quarantined for 72 hours as highlighted above. Once specified time has expired, items will be sprayed clean for use • If the above is not possible the items will be individually and thoroughly wiped clean and sanitised for use the next day • Arrangements i.e. individual pupil boxes should be put in place for one pupil to use the 	Requires monitoring	Board of Management Principal Staff	

same equipment. (i.e. scissors, glue, pencil etc.)

Who may be affected?	Identified Risks	Transitioning of pupils by class teacher	Risk Rating with controls	Action implementation
		Controls		
<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste <p>Serious Illness</p> <ul style="list-style-type: none"> • Serious illness / Death 	<p>The School has in place the following procedures for staff to pick up and collect their class from their line as they are dropped and collected from school. The same procedure will be followed when staff are escorting their class to and from the assigned yard for outside breaks. Teachers need to ensure they have familiarized themselves with the staggered school time plan and the various route plans to ensure they are fully aware of their times and routes for their class.</p> <p>When children are dropped to and collected from school teachers will:</p> <ul style="list-style-type: none"> • Be at their designated zone area on time as per whole school timetable to meet their class line. • Follow the designed route mapped out for their class without deviation • Teachers will inform children to sanitise when entering and exiting vehicles including school bus. • Teachers will use the hand sanitiser provided to them to distribute to each child in their line before entering the building including break times • Ensuring all children use the hand sanitiser located outside their classroom before entering the room • Use the timetabled slot available for their class for outside breaks only • Will ensure they are on time for using the outside space and leaving the space to enable the next group to use their time slot 	<p>Requires monitoring</p>	<p>Principal Staff</p>

Who may be affected?	Identified Risks	Travel to and from work (staff)		Risk Rating with controls	Action implementation
		Controls			
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>When travelling to work:</p> <ul style="list-style-type: none"> • Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work. • Wherever possible, staff should travel to work alone using their own means of transport. Should staff need to share transport, public guidelines for doing so should be followed. • If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, etc. • Wear a face mask and carry hand sanitiser and use it regularly throughout your journey. 		Requires monitoring	All staff
Who may be	Identified Risks			Risk Rating	Action

affected?		Dealing with a suspected case of Covid-19	with controls	implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>If a child displays symptoms of Covid-19 the following procedure is to be implemented by the class teacher:</p> <ul style="list-style-type: none"> ✓ Text '19' within the COVID Wats App group. ✓ Use mask provided for the person presenting with symptoms. He/she should wear the mask from when they are identified with symptoms. ✓ SET teacher in full PPE will come to the classroom affected and bring child to the Isolation room and uses the Isolation pack in the Isolation room. ✓ SET teacher takes the child's temperature in Isolation room. ✓ Office will call home to say the child is gone to isolation room and needs to be collected. ✓ Whether the temperature is high or low, the child does not return to the classroom. ✓ Class teacher cleans the child's classroom area as per guidelines below. ✓ Child will need a note from GP before given the all clear to return to class and that their symptoms are non COVID related. <p>If the child is not tested and also not given an alternative diagnosis - they should be treated as if they have coronavirus.</p> <p>They'll need to remain in self-isolation until both of these apply:</p> <ol style="list-style-type: none"> 1. they have not had a high temperature (38 degrees Celsius or over) for 5 days 2. it has been 14 days since they first developed symptoms 	Severe risk	<p>Board of Management Principal Staff</p>

Who may be affected ?	Identified Risks	Dealing with a suspect Case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed high risk of complications if they catch the coronavirus are/have:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>All cleaning will be undertaken in line with DES and public health guidance., staff will ensure they are up to date with the latest guidelines recommended</p> <p>After suspect case has been removed from classroom the teacher should carry out the following cleaning measures immediately:</p> <ul style="list-style-type: none"> ✓ For cleaning purposes, open the classroom Covid pack. ✓ Put on the PPE provided. ✓ Using a disposable towel provided, first clean hard surfaces with warm water. ✓ Disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as table area, chair, door handles, toilet handles etc. ✓ 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 ✓ All items belonging to child should be placed in their individual box and not touched for 72 hours (timed and dated and sealed) and stored securely ✓ System in place for the disposal of all used materials including PPE worn materials, should be in a double white bag in line with current HSE guidance recommends waste from a person suspected of having Covid-19 should be double bagged in white bags provided in pack and stored at designated area for collection by support staff ✓ Wash hands thoroughly before returning to classroom duties 	Severe risk	<p>Board of Management Principal Cleaning staff All staff</p>	

Appendix 1

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (cleaning staff)	Risk Rating with controls	Action implementation
		Controls		
Staff Support staff Contract Cleaners	<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"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>Cleaning staff will have a:</p> <ul style="list-style-type: none"> ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use ✓ System in place to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times ✓ System in place to ensure all disinfectants used should be effective against viruses. <p>Additionally:</p> <p>Cleaning staff will:</p> <ul style="list-style-type: none"> ✓ Avoid creating splashes and spray when cleaning. ✓ Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of using the school protocol for disposing of materials in relation to a suspect or confirmed case ✓ Contaminated or suspected waste will be double bagged using white bags in line with school guidelines to identify contaminated waste easier. 	Severe risk	Board of Management Principal Cleaning Supervisor & staff

Appendix 1 (continued)

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		
<p>Staff Contract cleaners Support staff</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"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	<p>The cleaning Staff will when needed:</p> <ul style="list-style-type: none"> ✓ Clean and disinfect anything used for transporting laundry with the usual products in line with the cleaning guidance outlined above <p>Waste Management</p> <p>The Support Staff will ensure upon collecting Suspect/ confirmed waste from a classroom or a designated area in the school that the waste is:</p> <ul style="list-style-type: none"> ✓ stored safely and kept away from children ✓ waste is not placed in a communal waste area until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste 	<p>Severe risk</p>	<p>Board of Management Principal Cleaning Supervisor & staff</p>

Appendix 2

Who may be affected?	Identified Risks	Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 	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. Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures. There will be pre-agreed staggered arrival times for school buses. Parents/guardians will be asked to follow the protocols in place for drop off and collection of their children. Where an SEN pupils are dropped off and picked up by a private bus/taxi: the accompanying adult (SNA) will: <ul style="list-style-type: none"> ✓ remain in the car/bus with the pupil until ready to dismount. ✓ escort the child to their classroom where their class teacher is ✓ ensure a similar process is followed at home time for the child. 		Requires monitoring	Board of Management Principal Staff Bus and taxi drivers

Appendix 3

Who may be affected?	Identified Risks	Office,administration and support staff areas	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Serious illness / Death 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • 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. • All office and support staff will follow school risk assessment guidelines and keep up to date with HSE guidelines <p>Relevant Staff:</p> <ul style="list-style-type: none"> ✓ All waste collection points are emptied as needed and at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any ✓ Rubbish and they wash hands with soap and water for at least 20 seconds afterwards <p><u>Ventilation :</u></p> <ul style="list-style-type: none"> ✓ The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. 	Requires monitoring	<p>Board of Management Principal Administration staff</p>

Appendix 4

Who may be affected?	Identified Risks	Visitors, contractors and general public to the school Controls	Risk Rating with controls	Action implementation
<p>Staff Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste 	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises <p>Upon arrival visitors will:</p> <ul style="list-style-type: none"> ✓ Complete declaration pertaining to their current health status which can be obtained in the office of the school <p>The office staff will:</p> <ul style="list-style-type: none"> ✓ Ensure all declarations of visitors are kept on file in the office 	<p>Requires Monitoring</p>	<p>Board of Management Principal Admin & Support staff</p>

	•Serious illness / Death			
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Appendix 5

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	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • over 60 years of age • a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis) • high blood pressure (hypertension) • diabetes • a medical condition that can affect your breathing • a weak immune system (immunosuppressed) • taking medicine that can affect your immune system (such as low doses of steroids) • obese • pregnant Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	The BOM will ensure that: <ul style="list-style-type: none"> ✓ Ensure that all delivery transactions comply with physical distancing requirements ✓ Agree a delivery protocol with suppliers (drivers leave packages in the foyer) ✓ Postman drops letter at the office ✓ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access points. 		Requires Monitoring	Board of Management Principal Delivery personnel

	<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Serious illness / Death 			
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For the attention of the Covid Team:

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

Severity x Probability = Risk Rating

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Widespread illness	5
Major	Single illness	4
Moderate	Suspect illness	3
Minor	Symptoms displayed other than Covid	2
Trivial	No signs or symptoms	1

Probability/Likelihood

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

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=minor, 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 & Review 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
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Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25 <u>(Positive case or Multiple cases or suspected case)</u>	Emergency – Extremely serious If a breach were to occur, it would be most likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action is required. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place. (in line with latest guidelines from DES are followed regarding closures etc)
11 – 15 <u>(dealing with suspected case)</u>	Severe and Serious If an breach were to occur, it would be more likely that an individual may require medical treatment	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed. (in line with latest guidelines are followed from DES)
6 – 10	Medium If an incident were to occur, there would be some likelihood of requiring medical treatment	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	Trivial or Negligible If an incident were to occur, there would be less likelihood of requiring medical treatment	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

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

Teacher Risk Assessment Checklist Template

Day of the Week & Areas of Risk	Monday	Tuesday	Wednesday	Thursday	Friday	Risk Rating
Hygiene (personal staff) & (building use)						Requires Monitoring
Social Distancing (staff)						Requires Monitoring
Personal Cleaning (staff)						Requires Monitoring
Use of PPE controls						Requires Monitoring
Handling books & other resources						Requires Monitoring
Transitioning of pupils by class teacher						Requires Monitoring
Travel to and from work controls						Requires Monitoring

Teacher Checklist (dealing with a suspected case of Covid-19) Template

Action	Action taken	Initial	Comments
Text COVID LEADER and SET teacher			
Ensure child with symptoms has mask on, if not use one from pack provided			
SET teacher arrives in full PPE and child is sent to isolation room with him/her.			
Covid classroom pack is located and used during cleaning process of the affected area immediately			
All surfaces, furniture and known resources of the affected child are cleaned following the established cleaning protocols			
Affected child's personal items such as books and stationary etc. are placed in a sealed box and isolated within the room (timed and dated)			
Staff member will dispose of all cleaning materials following the established guidelines for the disposal of waste			
Staff member will ensure they have thoroughly washed their hands once finished cleaning before returning to classwork			
Staff member will leave this form to the office ASAP			

SET Isolation Area Checklist	Action completed Please tick
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Check Covid Group to see if signage needs to be put up if more than one case (yard sign, hall sign, Gate sign)	
Put on PPE in servery area using a pack provided (disposable apron, gloves, mask, Visor) before going to class to collect child	
Go to class needed and bring child (wearing mask) to Isolation area	
Check child's temperature	
Stand 2m distance from child and outside in 'Magic Yard' area if possible	
Speak to parent upon arrival to inform them to notify their GP for advice	
Return to Isolation area to clean the area (locate cleaning materials in servery area if needed)	
Return to the Servery and put on fresh PPE (mask,visor)	
Return this Checklist to the office immediately to be filed and return the empty Isolation pack to Aisling to be refilled	

Declaration of Sight

All staff members returning to work have been requested to sign a Google Form confirming they have read and understand the contents of this document.

