



Covid-19 Response Plan

Sandylane No 2 National School

(also known as Scoil Náisiúnta Cúil an tSúdaire 2)

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Scoil Náisiúnta Cúil an tSúdaire 2 (also known as Sandylane National School).

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills Plan for School Re-opening and to prevent the spread of Covid-19 in the school environment. The plan also includes current advice issued by NPHE (the National Public Health Emergency) on how to reduce the spread of Covid-19 in the community.

It is important that the resumption of school-based teaching and learning and the reopening of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the pupils in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice appropriated for primary schools from a range of sources www.Gov.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie.

In line with the *Return to Work Safely Protocol*, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

This document include details of our:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Health and Safety and Risk Assessment**
- 5. Access to the school and Contact Log**
- 6. Control Measures to preventing the Introduction and spread of Covid-19**
- 7. Procedure for Returning to Work (RTW)**
- 8. Dealing with a suspected case of Covid-19**
- 9. Staff Duties**
- 10. Covid related absence management**
- 11. Employee Assistance and Wellbeing Programme**

Sandylane National School's COVID-19 Policy.

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the BoM (Board of Management) and brought to the attention of staff, pupils, parents and others.

COVID 19 Policy Statement

Sandylane National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a number of worker representatives who are easily identifiable to carry out the role outlined in this plan.
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s) _____ who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Date: _____

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the reopening of the school facility and the applicable restrictions and controls are outlined in this document.

Induction Training completed by Staff

All staff will undertake and complete Covid-19 Induction training provided by the Department of Education prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

On receipt of the completed form the Principal will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk.

People at very high risk (extremely vulnerable):

The list of people in very high risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)

- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought. If an employer has concerns about a teacher/sna/school caretaker/school secretary employee with an underlying medical condition, they can ask the employee to complete a risk assessment questionnaire (<https://www.medmark.ie/teachersna/>).

3. Return to work safely and Lead Worker Representative

The *Return to Work Safely* Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace.

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID-19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone (staff, parents/guardians/visitors/pupils) has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

The role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;

- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

Lead Worker Representative

Ms. Sarah Whiteford

Assistant Lead Worker Representative

Ms. Sinead Maher

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

4. Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in Sandylane is attached at **Appendix 2**.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures should be documented and incorporated into the school's safety statement.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented and incorporated into the school's safety statement.

First Aid/Emergency Procedure

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

5. Access to the school and Contact Log

Visitors to the school during the school day should be by prior arrangement and those allowed into the school will be extremely restricted so as to protect the whole school community. Therefore access to the school building will only be in emergency situations only.

Parents/guardians will need to phone the school office in advance of coming down to the school.

Contact Tracing Log: Children's attendance is logged in Aladdin every day. Anyone else (staff and visitors) who enter the building during/after school hours will need to sign in/sign out (in line with HSE protocols).

6. Control Measures to prevent the Introduction and spread of Covid-19

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school.

It is critical that staff, pupils, parents/guardian and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will circulate advice to schools. Sandylane National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

[How to minimise the risks of the Introducing Covid 19 into schools:](#)

- Promote awareness of symptoms
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
 - 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
 - If they have travelled outside of Ireland; in such instances they are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Ensure that staff and pupils know the protocol for managing a suspected case of Covid-19 in schools
- Hand hygiene / Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Considering at-risk workers and pupils
- Visitors to the school during the day is by prior arrangement and will be received at a specific contact point.
- Staff and pupils to avoid sharing resources such as pens, especially those that touch your mouth – bottles, cutlery, pens etc

The most common respiratory symptoms of Covid-19 infection include

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Hand Hygiene

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

We will be following our *Hand Hygiene Policy* and following the HSE guidelines on handwashing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

The school has posters up throughout outlining the signs and symptoms of Covid-19 and to support good hand and respiratory hygiene.

Hand sanitisers are available throughout the building. Pupils will be encouraged to use these under supervision by an adult. Alcohol-based sanitiser must not be stored or used near heat or naked flame.

Hot water is available throughout the school to facilitate hand washing.

Pupils to be encouraged to avoid touching their eyes, nose and mouth. Once contaminated, hands can transfer the virus to eyes, nose or mouth.

Any visitors permitted into the building will need to hand sanitize upon entry.

Respiratory Hygiene

All staff and pupils will be encouraged to cough/sneeze into a tissue or into their elbow/sleeve as per the *Cough and Sneeze Etiquette*. Tissues should be disposed of immediately.

Physical distancing

Physical distancing is recommended to reduce the spread of infection.

Distancing must be applied in a practical way in schools recognising that the learning environment cannot be dominated by a potentially counterproductive focus on the issue.

Where possible, staff should maintain a minimum of 1m distance and where possible 2 metres distance.

Physical distancing of at least 1 metre should be maintained between individuals in the classroom setting as far as possible. Classroom layouts/desks have been reconfigured to support this from 3rd-6th class and pods are 1m apart from Junior Infants-2nd class.

Yard time has been staggered to minimise crowding at entrances and exits. It is not possible to maintain physical distancing when pupils in primary school play together but children will play only with their class bubble.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

Ventilation

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.

7. Procedures for Returning to Work

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to school. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Use of Personal Protective Equipment (PPE)

Visors will be worn by all staff each day. Face masks will be worn during certain work activities or work areas especially where there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

Such activities are

- Looking after a pupil (First Aid)
- When working closely with a child (SET/when giving feedback 1:1)
- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

iii. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

Staff will thoroughly clean and disinfect their work area and their own equipment before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

iv. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Sandylane National School.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

8. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Sandylane National School will deal with a suspected case that may arise during the course of work.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other pupils, staff, contractors and visitors at the school.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 have been considered and a contingency plan for dealing with additional cases put in place.

If a staff member/pupil displays symptoms of Covid-19 while at work in Sandylane NS the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

A nominated member of the school management team (LWR) will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

9. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. Not to return to or attend school in the event of the following:
 - if they live with someone who has symptoms of the virus
 - 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.
- vii. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- viii. Complete the RTW form before they return to work
- ix. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form,

which may need to be disclosed to facilitate their safe return to the workplace

- x. Must complete Covid-19 Induction Training and any other training required prior to their return to school
- xi. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xii. Keep informed of the updated advice of the public health authorities and comply with same.
- xiii. Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- xiv. Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

10. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

11. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal or LWR.

Appendix 1: Pre-Return to Work Questionnaire

Appendix 2: Risk Assessment

Appendix 3: Sample School Contact Tracing Log for Visitors.



Pre-Return to Work Questionnaire COVID-19 Sandylane National School (also known as Scoil Náisiúnta Cúil an tSúdaire 2)

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: _____

Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3	Are you awaiting the results of a COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been identified by the HSE as a close contact of a confirmed case of COVID-19?		
8	Do you live with someone who has symptoms of the virus?		
9	a. Have you travelled outside of Ireland in the last 14 days? b. If so have you followed the latest Government advice in relation to foreign travel.		
10	Have you been advised to cocoon at this time? Note: If you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Signed: _____ Date: _____

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

The process involved consultation with all school staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Sandylane No. 2 National School (also known as Scoil Náisiúnta Cúil an tSúdaire 2) to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

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

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

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

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

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

Control measures:

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

Control measure principles:

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

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

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

Severity x Probability = Risk Rating

Severity

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

Probability/Likelihood

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

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p style="text-align: center;">Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	<p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.</p>
11 – 15	<p style="text-align: center;">Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p>	<p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p>
6 – 10	<p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 – 5	<p style="text-align: center;">Trivial or Negligible</p>	<p>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</p>

	If an incident were to occur, there would be little likelihood that an injury would result	rating and that controls are maintained.
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***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
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<p>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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The 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.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required ✓ Department’s Helpline 057 9324461. 	<p>Negligible</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p>		<p><u>Risk Level Action</u></p>		

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

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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"> • 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 	<p>The BoM will ensure that all staff and pupils wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff and pupils should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed/santized: <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 See our <i>Hand Hygiene Policy</i> for details of when to wash and when to sanitize ✓ 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 incresed cleaning and disinfecting of frequently touched objects and surfaces <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>	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

	<p>cough, not just a dry cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>No employees are permitted to attend work or pupil to come to school if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties ✓ Sudden loss of loss of smell, of taste or distortion of taste <p>Parents are asked to check their child's temperature each morning prior to sending them to school. Parents are being asked not to bring their child(ren) to school if their child(ren) have symptoms of a viral respiratory infection.</p> <p>Any Staff Member or pupil displaying symptoms must self-isolate and not attend school. They should contact their GP.</p> <p>Any staff member or pupil living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements, self-isolate and contact their GP.</p> <p>Any staff member or pupil who has been identified as being in contact with someone diagnosed with COVID-19 must restrict their movements, self-isolate and contact their GP.</p> <p>Any Staff Member or pupil 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 and parents/guardians can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850.</p> <p>Helpline for staff well-being 1800 411 057.</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>		

	16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	<p style="text-align: center;">Hygiene</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff (medical grade masks EN 14683 are available to staff) ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be shut down ✓ 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 ✓ A written cleaning schedule is made available to cleaning staff including cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of canteen/kitchen 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 ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ Children will bring home all of their rubbish 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>Uniform</p> <p>Children will wear their tracksuit and uniforms on alternate days of the week to facilitate washing of uniforms should parents so wish.</p>	<p style="text-align: center;">Requires monitoring</p>	<p style="text-align: center;">Board of Management Principal Staff Visitors</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> August 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Social Distancing		Risk Rating with controls	Action implementation
		Controls			
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ physical spacing (1 metre apart currently) for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, canteens, 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 facility ✓ Meetings of staff will take place online and by using teleconferencing facilities ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors, visitors and pupils should avoid direct physical contact with any other persons as far as possible ✓ Pupils will be seated 1m apart (from 3rd-6th class). ✓ Pupils will be arranged into pods (no larger than 6 children) to faciliate social distancing. ✓ Pupils will not share resources (pencils etc). If they work within their pod with school equipment (e.g. toys, maths equipment) – these will be cleaned regularly. ✓ Coat racks have been installed throughout the school to faciliate no more than 6 coats being hung up together (arranged into pods). <p>Requirements for personnel working within 1 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 ✓ Installation of physical barriers e.g. clear plastic sneeze guards ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice ✓ An exclusion zone for <1m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</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> August, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have 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 ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the 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 ✓ 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 ✓ Washing machine installed to clean the cloths staff will use. Cleaning company provide and clean their own cloths. Dryer installed to dry cloths. ✓ A written cleaning schedule is made available to cleaning staff including cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

	<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 			
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
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<p><u>Assessment Date:</u> August, 2020</p>	<p><u>Assessor's Name:</u></p>
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Who may be affected?	Identified Risks	Office and administration 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 	<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. <p>Ventilation</p> <ul style="list-style-type: none"> • Doors to be open during the day to allow for increased ventilation. • Vents to be open during the day. • Windows to be open 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. 	Requires monitoring	<p>Board of Management Principal Administration staff</p>

	distortion of sense of taste •Death			
<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> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if	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.		Board of Management Principal Staff

<p>they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Where 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>PPE will not be required to be worn within the school facility according to current occupational and public health guidance.</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 in certain circumstances (yard, when close to children). Medical grade masks (EN16483) to be made available to all staff. Masks to be worn at all times by staff.</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> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	<p>Requires monitoring</p>
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> August, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			

<p>Staff (particularly SNAs, school secretaries and school book rental co-ordinator)</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<p>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"> • Maintain physical distancing (currently 1 metre for primary school children and 2m for staff) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school. • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next week. • Hands should be washed in line with relevant guidance • Book rental books to be left on children’s desks prior to them returning to school (August 2020). 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p>		<p><u>Risk Level Action</u></p>		

(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5 Trivial risk	Acceptable
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10 Medium risk	Requires monitoring
(c) Risk Rating = (a) X (b)		11-15 Severe risk	Requires immediate further action and control
		16-25 Emergency risk	Halt activity and review immediately

<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>
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Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

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

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases (LWR and Assistant LWR). ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a disposable 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. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. 		<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

	breathing difficulties <ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	
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<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> August, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or 	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Request that the parents/staff member keep us apprised that afternoon/evening on whether a Covid test was needed ✓ After the pupil/staff member has gone home, carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. ✓ (see Full Details in our <i>How to deal with a Suspected Case of Covid 19 Policy</i>) 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>	

	distortion of sense of taste •Death			
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<u>Risk Level Calculation</u>	<u>Risk Level Action</u>
(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5 Trivial risk Acceptable
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10 Medium risk Requires monitoring
(c) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control
	16-25 Emergency risk Halt activity and review immediately

<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>
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Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		

<p>Staff</p> <p>Pupils</p> <p>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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. 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, ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>
<p><u>Risk Level Calculation</u></p>		<p><u>Risk Level Action</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>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> August, 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	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper rolland 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>Additionally:</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 as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned</p>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>

	<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus Contamination will have decreased substantially, and cleaning can take place as normal</p>		
<p><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> August, 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			
<p>Staff</p> <p>Pupils</p> <p>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"> • 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 	<p>Laundry</p> <ul style="list-style-type: none"> ✓ 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 ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known ✓ All waste should be stored safely and kept away from children. Waste should not be put into communal waste areas 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. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>	

	<ul style="list-style-type: none"> • Loss of sense of taste or distortion of sense of taste •Death 			
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<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> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or 	<p>Where a staff member/pupil exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work/come to school.</p> <p>If a staff member/pupil has been on holidays abroad to a country not on the <i>Green List</i> they will be required to complete the mandatory 14 days self-quarantine after returning. They may be asked to produce flight details if asked.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All staff

	distortion of sense of taste •Death			
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<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		
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<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>
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Who may be affected?	Identified Risks	Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Controls			

<p>Staff</p> <p>Pupils</p> <p>Parents/guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p><u>Currently</u> we have <u>not</u> staggered the start times for pupils. Parents of Senior Infant/1st/2nd/3rd/4th/5th or 6th class pupils are not allowed onto the school grounds in the morning times.</p> <p>From 8:40am, staff will be on the yard and children will be able to access the school grounds using the followings gates</p> <ul style="list-style-type: none"> ➤ The Junior Infant and Senior Infant children will come in through the pedestrian gate. Parents of Junior Infants/Senior Infants can come into the school grounds. They will need to wait on the red circles closest to the front door with their child and a member of staff will direct the Junior Infant and Senior Infant pupils through the front door and into their classroom. ➤ The 1st and 2nd class children will enter the school through the double gate next to the pedestrian gate (keeping to the left hand side of the yellow line). They will enter their classroom directly at the front of the school (using the fire escape door). ➤ The 3rd and 4th class children will enter the school at the gate where the staff drive through. They will go directly into their classroom door via the ramp (through the fire escape door). ➤ The 5th and 6th class pupils will enter the school through the double gate next to the pedestrian gate (keeping to the right hand side of the yellow line) and will go round to the back of the school to enter their classroom through the fire escape door. ➤ Note: any 5th/6th class pupil who is late into school will need to come through the main door as the side gate will be locked. <p>Parents/guardians will be encouraged to either wait in the car outside the school or to park down the road and walk their children to the gate. Parents/guardians will need to practice</p>	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Bus and taxi drivers</p>

social distancing when standing at the school gate.

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 may be a need for pre-agreed staggered arrival times for school buses.

Collection Plan

At 1:30pm. Parents of the Junior Infant children can wait in the school grounds on the red circles (2m apart) and the parents of the Senior Infants can wait in the school grounds on the green circles (2m apart). The Junior Infant children will be dismissed first. All parents are to leave via the main gates (where teachers drive through) – to facilitate social distancing.

At 2:30pm:

- Children going home on a bus will be dismissed initially.
- The 1st and 2nd class will be dismissed next. They will depart through the fire escape door in their room and exit the school grounds through the pedestrian gate (as before).
- Then the 5th/6th class and the 3rd/4th class will be dismissed. The 5th/6th class will leave the school through the pedestrian gates and the 3rd/4th class will leave through the main gates (where the teachers drive through). Classes will be expected to leave the school maintaining physical distancing.

Risk Level Calculation

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

Risk Level Action

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

(c) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Visitors to school Controls	Risk Rating with controls	Action implementation
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) 	<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 facemasks ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	Requires monitoring	Board of Management Principal

- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

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: August, 2020

Assessor's Name:

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"> • 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 	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries (Staff will not sign for Deliveries. They will photograph the boxes on delivery). ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	Board of Management Principal Staff Delivery personnel

	breathing difficulties <ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 			
<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> August 2020		<u>Assessor's Name:</u>		

Declaration of Sight

I have read and understand the contents of this document.

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Appendix 3

School Contact Tracing Log for Visitors

Name of School: _____

Address of School: _____

Contact Person in School for queries: _____

Contact Phone Number/email address for queries: _____

Name of Visitor	Time of Entry to school	Time of Exit from school	Reason for Visit (Contractor, Parent, Other)	If contractor name of company and address	Contact details of visitor	Date of Visit	Who the visitor met (separate line required for each person the visitor met)	Length of time spent with each person in the school