

Gaelscoil Charmain COVID-19 Return to School Risk Assessment

September 2020

The process involved consultation with all school staff. The Board of Management at Gaelscoil Charmain, in consultation with the teaching staff have examined potential risks under the following headings:

Risk Communication, Education & Training

Hygiene

Social Distancing

Cleaning

Office & Administration Area

Use of PPE

Handling of books and other resources

Using hand tools or equipment

Dealing with a suspected case of COVID-19

COVID Cleaning

Travel to/from work

Visitors to the school

Management of deliveries & supplies to the school

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 Gaelscoil Charmain 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 for St. Projects 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>If an incident were to occur, there would be little likelihood that an injury would result</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 rating and that controls are maintained.</p>

***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	1. Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
<p>Staff</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with a pre-existing heart condition 	<p>Spread of Covid-19 virus</p> <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 (BoM) of Gaelscoil Charman has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan is available on www.gaelscoilcharman.ie</p> <p>A number of staff briefing sessions commenced week of 10 Aug 2020. The objective of these sessions is to ensure staff are properly consulted in the development and implementation of the action plan for the prevention and mitigation of Covid-19 within the school.</p> <p>The following have been put into place by the BoM as further control measures:</p> <p>1.1 Staff Training Staff will undertake and complete COVID-19 Induction Training. Await Department of Education & Skills (D.E.S.) training webinar (expected availability week of 24 Aug 2020) All staff to complete webinar prior to return to school Certificates of completion to be held on personnel file</p> <p>1.2 Signage A number of posters have been purchased and will be displayed both indoors and outdoors on school grounds. These posters are child friendly and age appropriate. They reinforce three key public health messages:</p> <ul style="list-style-type: none"> • Hand washing • Social distancing • Cough/Sneeze etiquette <p>Additional signage is available at www.HSE.ie & www.HSPC.ie</p> <p>1.3 Promote safe individual practices within the school campus Ongoing informal reinforcement of key messages within classroom learning environment e.g. hand washing technique/ social distancing techniques. Increased curriculum time allocation to Social, Personal & Health Education (S.P.H.E.) with further reinforcement of these techniques. Increased curriculum allocation to Physical Education (P.E.) Promotion of bike/walk to school</p>	Negligible	<p>Board of Management Principal Staff</p>

1.4 Engage with staff in providing feedback on the preventive measures and their effectiveness

Lead Worker Representative (L.W.R). in place: Muinteoir Dearbhla Mac Chaoilte. This role will act as a point of contact for staff to raise concerns or queries

Regular staff meetings scheduled to allow staff to voice concerns and promote discussion.

1.5 Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation

Ongoing communication with parents and teachers through the use of the Aladdin App

Ongoing dissemination of information via Class Representatives and What's App class groups via written guidelines, video information, information leaflets

1.6 Emphasise the effectiveness of adopting protective measures especially good personal hygiene

See Risk 1, 1.3 above

1.7 Provide specific training in the proper use of PPE for staff, where required

See Risk 1; 1.1 above

Risk Level Calculation

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

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	2. Hygiene	Risk Rating with controls	Action implementation
		Controls		
<p>All staff Pupils Visitors Contractors Public</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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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 BoM will encourage all staff to wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school.</p> <p>Staff should:</p> <ol style="list-style-type: none"> 1. 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 2. Follow good respiratory hygiene: Cover their mouth and nose with a tissue or their bent elbow when coughing and sneezing. Put used tissues into a bin and wash their hands 3. Clean & disinfect frequently touched objects and surfaces 4. Avoid touching your mouth, nose, eyes <p>No employees are permitted to attend work if they display any of the symptoms below:</p> <ol style="list-style-type: none"> 1. Fever (temperature of 37.5 degrees or above) 2. Cough 3. Shortness of breath 4. Breathing difficulties 5. Loss of Taste or smell 6. Travel Abroad <p>Any Staff Member displaying symptoms must not attend school and seek public health advice regarding return to school.</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test should seek public health advice regarding return to school.</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor. Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

Who may be affected?	Identified Risks	2. Hygiene (cont'd)		Risk Rating with controls	Action implementation
		Controls			
<p>All staff Pupils Visitors Contractors Public</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with underlying cardiac condition 	<p>Spread of Covid-19 virus</p> <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 ensured the following:</p> <p>2.1. Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) See Risk 1; 1.2</p> <p>2.2 Appropriate social distancing markings are in place</p> <ul style="list-style-type: none"> • Classrooms have been measured & reconfigured to clearly set-out 'pods' • Signage in situ to indicate teacher only areas e.g teachers desk/white board area • Queues will be avoided by use of fire door entryways to classrooms, avoidance of corridors • Locked front door, access limited <p>2.3 Necessary PPE is available to staff</p> <ul style="list-style-type: none"> • Masks • Visors • Gloves • Aprons • Personal Sanitizers • Larger pump top sanitizer bottles for use by teaching staff and pupils <p>Staff to use personal discretion in choosing of PPE within classroom e.g face mask v's visor All available in each classroom Order to be placed centrally with Áine Uí Gionnaire Each classroom has a month's supply currently</p> <p>2.4 All drinking water facilities will be shut down</p> <ul style="list-style-type: none"> • Nil fountain available in school • Nil drinking water in classrooms 		Requires monitoring	<p>Board of Management Principal Staff Visitors</p> <p>Signage purchased and displayed. Visors masks, gloves and aprons as well as personal sanitizers purchased for staff. Sanitizing equipment in each classroom and general purpose areas.</p> <p>Cleaner employed for inschool cleaning and sanitization of equipment. Contract cleaners employed for after school cleaning and sanitization.</p>

2.5 Equipment sharing is minimised

- Staff are encouraged not to share equipment e.g. personal cup/plates in staff room
- Timetable for use of shared classroom equipment
'Clar Ama Teicneolaiochta'
'Clar Ama Fearais Spoirt'
Cleaning procedures in place to support this with in-house cleaning service

2.6 COVID compliant work areas to be available where social distancing guidelines can be applied

- Staggered and rostered lunch breaks ensure social distancing possible in staffroom

2.7 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

- Each classroom to be equipped with a recycling bin, a waste bin and a 'clinical' waste bin specifically for the disposal of used PPE
- Caretaking services to ensure safe disposal of same as per dept guidelines
- 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

Risk Level Calculation

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

Risk Level Action

- 1-5 Trivial risk Acceptable
6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control
16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	3. Social Distancing		Risk Rating with controls	Action implementation
		Controls			
<p>All staff Pupils Visitors Contractors Public</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with underlying heart condition 	<p>Spread of Covid-19 virus</p> <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 BoM 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 (2 metres apart currently) for work stations and common spaces, such as entrances/exits, kitchen area, where congregation of staff, or students or visitors might occur in place • Break times will be staggered and school supervision procedures must be strictly adhered to (see Risk 2; 2.6above) • Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) (see Risk 1; 1.2 above) • Appropriate social distancing arrangements are in place throughout the facility • Meetings of staff will take place online and by using teleconferencing facilities if required. Large school hall can be used to ensure socially distanced staff meeting • 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 • Learning Support: Relocation of learning support to the area formerly used as a library to facilitate required number of persons with adequate spacing. • Library: Library rehoused and use of same to be altered, single person access only and 'quarantine' procedures in place for returned books • School Office: Perspex sheet in situ. Intercom system to be used to avoid children attending the office. Photocopier to be relocated/photocopying needs to be accommodated by school secretary. 	Requires monitoring	<p>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>			

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	4. 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 • 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> <p>There is a 3 tiered cleaning system in situ:</p> <ol style="list-style-type: none"> 1. In –House housekeeping services. Sinead Doran. Working Mon- Fri 12:00-3:00. Designated areas of responsibility to include infant classrooms/school equipment/ toilet facilities/ door handles/laundry/kitchen area as indicated 2. External Contractor: Whelan Cleaning Systems Ltd.Unit 14,Westpoint Business Park,Clonard,Wexford.Y35 CK84Office : 053 9123392; Mon-Fri 2:30-5:00. Toilets /Senior Classrooms/Communal Areas/Kitchen Area/Touch surfaces 3. Classroom learning: Teachers and students will be practicing regular maintenance of a clean work area with regular appropriate cleaning of touch surfaces by all in classroom. <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 ✓ Lockers to be considered ✓ 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 disposal of cleaning cloths and used wipes. 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 	Requires monitoring	Board of Management Principal Staff	

- ✓ 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

Risk Level Calculation

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

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	5. Office and administration areas		Risk Rating with controls	Action implementation
		Controls			
<p>Staff</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 with an underlying heart condition 	<p>Spread of Covid-19 virus</p> <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 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff; single person entry only • 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. • Perspex sheet in situ behind hatch window for dealing with staff/puils/public as indicated • Intercom system to be used to avoid children attending the office/secretary visiting classrooms • Photocopier to be relocated/photocopying needs to be accomodated by school secretary. • Key pad entry system via main school door • Visitors by appointment only • Accounts: to be housed every second Thursday in Principal’s office, single person use ofoffice 		Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Administration staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>			
<p><u>Assessment Date:</u> June, 2020</p>		<p><u>Assessor’s Name:</u></p>			

Who may be affected?	Identified Risks	6. Use of PPE	Risk Rating with controls	Action implementation
		Controls		
<p>Staff</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 with pre-existing heart condition 	<p>Spread of Covid-19 virus</p> <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 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 (see above)</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. (see Risk 1, 1.1 above)</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 & visors will be provided to all staff and are available for optional use.</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. Gloves are available for handling rubbish etc.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> June, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	7. 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>Persons currently deemed most at risk of complications if they catch the corona virus 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 with pre-existing heart condition 	<p>Spread of Covid-19 virus</p> <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 BoM has outlined the procedure for the return of school books (book rental scheme) and other resource materials (including IT equipment) as per below. The following guidelines are available for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • 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 school year • Hands should be washed in line with relevant guidance <p>During the course of the year each child will be using a personal storage box. This box will contain the books/supplies currently in use by the child. These items will be quarantined x 72 hours once they are no longer needed , before being put back into circulation.</p> <p>Homework books: As per the age-related needs of each class, a system will be put in place to allow for necessary books to be brought home for homework e.g. reading books for the week to go home on Monday and be returned on Friday. Books to be quarantined over weekend prior to being re-circulated.</p>		Requires monitoring	Board of Management Principal Staff
<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>			

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	8. Using hand tools or equipment		Risk Rating with controls	Action implementation
		Controls			
<p>All staff</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with pre-existing cardiac conditions 	<p>Spread of Covid-19 virus</p> <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 	<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 after use 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 		<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

Risk Level Calculation

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

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control

	16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	9. Dealing with a suspected case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school secretary will be the designated person for dealing with suspected cases. • The designated isolation area is the area known as the 'servery'. This area and the route to it is easily accessible by all. This area has a door and can be easily closed off from other persons • In the event that more than one person demonstrates signs of Covid-19 a second area has been identified in the male staff toilet. In this event, the female toilets would become unisex and the person in question can be isolated until they can be collected from school grounds • A mobile phone is to be purchased in order to facilitate the process of contacting the child/staff member's next of kin whilst maintaining observation of the sick person. • A third contact number will be requested for each child in order to facilitate timely collection of children <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 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 and call their doctor and continue self-isolation at home. • Facilitate the person presenting with symptoms remaining in isolation if they 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

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.

Risk Level Calculation

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

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	10.Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		
<p>Staff Pupils Visitors</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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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. • 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 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

		be cleaned and disinfected, including objects which are visibly contaminated with body fluids		
--	--	---	--	--

Who may be affected?	Identified Risks	10.COVID Cleaning (cont'd)		Risk Rating with controls	Action implementation
		Controls			
		<ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads 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. • Disinfectants used should be effective against viruses. • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used. • Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of. • <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>Laundry</p> <ul style="list-style-type: none"> • Wash items in accordance with the manufacturer's instructions. • Use the warmest water settings and dry items completely • <p>Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <ul style="list-style-type: none"> • Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air • <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above</p> <p>Waste Management</p>			

- Waste should be put in a plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second bin bag and tied
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known
-

Waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, the waste can be put in with the normal waste.

- If positive, then store for 72 hrs and then put into normal laundry

Risk Level Calculation

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

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	11.Travel to and from work		Risk Rating with controls	Action implementation
		Controls			
<p>Staff</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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><u>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</u></p> <ul style="list-style-type: none"> • Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. • <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <ul style="list-style-type: none"> • Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey. 		Requires monitoring	All staff
<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			
Assessment Date: June, 2020		Assessor's Name:			
Who may be affected?	Identified Risks	12. Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Controls			
<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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 	<ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils from the school facility have been organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. • A designated drop off/awaiting area (where possible) for pupils travelling by public transport has been highlighted. It is expected that there will be pre-agreed staggered arrival times for school buses. • An information video and guidelines have been issued to all parents/guardians. This informs parents of school drop-off procedures, entry gates for each class and the system for entering classes. Parents will be encouraged to wait in the car outside of the school apart from parents of Naionan Beaga. • Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up. 		Requires monitoring	<p>Board of Management Principal Staff Bus and taxi drivers</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>			

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	13.Visitors to school		Risk Rating with controls	Action implementation
		Controls			
<p>Staff Pupils Wider Community</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus 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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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 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>Requires monitoring</p>	<p>Board of Management Principal</p>

Risk Level Calculation

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

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control

	16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	14. Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
<p>Staff Pupils Drivers</p> <p>Wider Community Persons currently deemed most at risk of complications if they catch the corona virus 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 with a pre-existing cardiac condition 	<p>Spread of Covid-19 virus</p> <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 	<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 • 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	<p>Board of Management Principal Staff Delivery personnel</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>
--	--

Assessment Date: June, 2020

Assessor's Name:

Declaration of Sight

I have read and understand the contents of this document.

Signed: _____ Dated: _____

Signed: _____ Dated _____

Signed: _____ Dated: _____