

Scoil Mhuire Gan Smál: Creagh National School: Risk Assessment: Covid 19
August 2020 – March 2021

Hazard:	Is the Hazard present	What is the Risk	Risk rating H=High M=Medium L=Low	Controls	Is this control in place	Actions: to-do list Outstanding Controls (Risk rating applies to outstanding controls outlined in this document)	Person Responsible	Signature and date when action completed
				(When all controls are in place, risk will be reduces)				
Covid -19 Lack of Accurate up-to date Information for best practice and school procedures among: Parents regarding Covid 19 Staff Children Community	Yes	Lack of consistency regarding correct procedures will lead to the spread of Covid-19.	H	<u>Communication Education and Training</u> The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school. The staff 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. Parents and pupils will be kept informed on an on-going basis.	Yes	<ul style="list-style-type: none"> All staff to receive necessary training prior to returning to work. Posters, web/ Aladdin messages to increase awareness of Covid-19 among staff and pupils. Weekly digital messages to parents/ staff in August regarding school safety procedures. Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) via the school website and Aladdin. (See plan for detail) FAQ section on website: Text alerts to new articles. Re-opening of school page. Plan and Emphasise the effectiveness of adopting protective measures especially good personal hygiene (Induction Day: 28th August) Provide specific training in the proper use of PPE for staff, where required (e.g. SET/ SNA/ First Aid) Induction Day (28th August) Letter to be circulated to all parents before return to school FAQ section on website: Regular liaison / contributions via PA 	Mr. Lohan/ Mrs. Bleahene Covid Response Team Senior Management Mrs. Bleahene Principal Principal Board A Bleahene	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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Covid -19 being spread due to bad hygiene.	Yes	Spread of Covid-19 virus illness	H	<p>Hygiene</p> <p>The BoM will ensure that all staff and children can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school.</p> <p>All toilet areas should be provided with adequate soap/ hand towels and bins.</p> <p>All sinks and taps fixed to run with warm water.</p> <ul style="list-style-type: none"> Wash their hands properly and often. Hands should be washed: Cover mouth and nose with a tissue or their sleeve when coughing and sneezing. Put used tissues into a bin and wash their hands <p>Install regular hand hygiene routines</p> <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 Wash their hands properly and often 	Yes	<ul style="list-style-type: none"> Communicate hand hygiene to staff/ visitors/ children via posters/ signs placed at appropriate locations around the school Communicate hand hygiene etiquette to pupils. and parents before they start school (Via website, digital letters,. Remind pupils regularly of appropriate hand hygiene via regular class teacher instruction. Toilet areas Provide all toilet areas with adequate soap/ hand towels and bins Ensure that All sinks and taps are fixed to run with warm water. 	<p>In school management Team</p> <p>A Bleahene School principal Board</p> <p>All staff</p> <p>Caretaker</p> <p>Principal</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<p>Covid -19</p> <p>Work spaces needing to be cleaned</p> <p>Additional cleaning requirements needed to ensure Commonly touched surfaces are cleaned regularly</p> <p>Common areas used by staff</p>	Yes	<p>Virus will be passed on via surfaces</p> <p>Spread of Covid-19 virus Illness</p>	H	<p>Hygiene</p> <p>The board will ensure that all staff are provided with the cleaning materials necessary to maintain hygiene standards in their own work areas. P.P.E. / cleaning products will contain:</p> <ul style="list-style-type: none"> • Gloves (For First aid) • Masks • Visor/ goggles • Anti-bacterial wipes • Tissues • Anti-bacterial spray • Hand sanitizer • Paper Towels • Aprons <p>These will be replenished weekly by the caretaker. Staff members should inform the principal/ caretaker if replacements are needed before this.</p> <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. Each member of staff will be provided with a box of PPE and cleaning materials.</p> <p>The Board will ensure that public health guidance from HSE re hygiene and respiratory etiquette is followed.</p> <p>The Staff will be informed that:</p>	Yes	<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. P.P.E. and Cleaning box distributed to all staff • Standard cleaning and maintenance regimes are put in place and detailed records retained • Toilet facilities are cleaned regularly • All staff will develop a routine of cleaning and disinfecting their work areas at least twice a day using disposable cleaning materials in PPE box. • Frequently touched objects and surfaces. (e.g. door handles) will be cleaned and disinfected daily • Equipment sharing is minimized. Staff is encouraged not to share equipment. Own cups and cutlery. • All school equipment is sanitized between uses by different people. People using equipment are expected to clean it after use. • Covid compliant work areas to be available where social distancing guidelines can be applied. • 2m. area around each teacher's desk marked for use only by teacher. 	<p>Covid Response Team</p> <p>Covid Response Team</p> <p>Board of Management</p> <p>Cleaners</p> <p>All staff</p> <p>All Staff</p> <p>Cleaners/ Caretaker</p> <p>All Staff</p> <p>Board/ Principal</p> <p>All Staff</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

<p>Equipment that is shared.</p> <p>Work spaces needing to be cleaned</p> <p>Staff rooms/ Personal belongings</p> <p>Shared areas</p>	<p>Virus will be passed on via shared materials.</p>		<p>No employees are permitted to attend work 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 <p>They will also be informed of the following:</p> <ul style="list-style-type: none"> • Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days • Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days. • Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p> <p style="text-align: center;"><u>Shared materials</u></p> <p>There should be minimal sharing of equipment between pods/ classes/ teachers.</p> <p>Any shared materials will be sanitized/ cleaned by the teacher who has used them.</p> <p>Classes will not use the hall or the library as these will be used to store excess materials.</p> <p>Teachers will ensure children have individual supplies/ copies of materials where possible.</p>	<ul style="list-style-type: none"> • 1m distance between children from 3rd -6th. Areas marked. • Additional staff areas created. • There is staggered use of communal facilities • Additional Requisites will be purchased to facilitate the provision of additional staffrooms. • 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. • 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. <ul style="list-style-type: none"> • Banks of books previously shared between classes to be replenished and supplemented so that each class will have its own supply and that each pupil will have his/her own individual copy. • There will be minimal use of PE equipment: Focus on athletics • Each child will store their own materials in their own areas. • Boxes will be provided for each pupil. • Common cloakrooms will not be used • Shared ICT will be restricted initially. New timetables to be drawn up to minimize sharing and allow for cleaning/ sanitization. 	<p>Caretaker/ Aide</p> <p>Principal ISM Team</p> <p>Principal</p> <p>Teachers Aide Caretaker</p> <p>Principal Caretaker</p> <p>All staff</p> <p>Mrs. Gallagher All staff</p> <p>All staff Mrs. Barrett All pupils/ Staff</p> <p>Principal/ Secretary All Staff</p> <p>MS Power</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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<p>Photocopying: Small room , little space, needs to be sanitized. 1 photocopier for 30+ members of staff</p>		<p>Virus will be passed on because too any people are using one machine</p> <p>Queues of people gathering to use the photocopier.</p>	H	<p>Sufficient photocopiers to ensure that all staff can access safely when needed.</p> <p>Sanitisation before and after each use of the photocopier</p> <p>Less need for photocopied materials.</p>		<ul style="list-style-type: none"> • Only 1 person allowed in the photocopier room at a time. (Signs displayed showing such) • No queuing inside or outside the photocopying room. (Signs posted and staff made aware on induction day. • Increased use of ICT, visualizer and workbooks in lieu of photocopier to be reflected in booklists. • Photocopying limited to break times / before and after school times. Timetable may be needed) • additional photocopier to be sourced to minimize amount of people using each one 	<p>All staff</p> <p>Management team</p> <p>Board</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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<p>Covid -19</p> <p>That children will not stay physically distanced from each other in the playground/ classroom/ on arrival dismissal.</p> <p>That parents will not stay physically distanced on arrival/ collection of children</p> <p>That teachers will be unable to stay 2 m from the children in their classrooms. That SNA's</p>	Yes	Spread of Covid-19 virus illness	H	<p><u>Social Distancing</u></p> <p>The Board of Management 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 Children in 3rd to 6th class will be spaced 1m apart. Class bubbles/ pods will maintain social distancing. A 2 metre physical spacing will be in operation in all common spaces, such as entrances/exits, kitchen areas, hallways etc. , where congregation or queuing of staff, or students of visitors might occur Appropriate social distancing arrangements will be in place throughout the facility Meetings of staff will take place online and by using teleconferencing facilities or where it is possible to maintain social distancing. All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible. A 2 m. area will be reserved for the teacher/ teachers/ staff in each classroom. (marked by tape) All staff will be instructed to wear a face covering whenever they are unable to stay 2 m physically distanced. SNA staff will wear face coverings and visors and may also use screens if appropriate. SNA staff will sanitise work areas often and whenever they switch classes. SNA's and SEN will allow cleaning and hand 	Yes	<ul style="list-style-type: none"> During Break times, children will exit through their own exits...these will be staggered where common exits are used. Each class/ bubble will have designated play and assembly areas Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) Additional Signs will indicate play areas, reception areas, gates, exits for each class. Maps and posters showing each area will be distributed to each member of staff and made accessible to all parents/ pupils via website. Playgrounds / areas will be made safe and cleared. <ul style="list-style-type: none"> Art installations to be temporarily removed. garden area to be cleared. Supervision rotas will be altered to account for additional supervision (management/ Croke Park) and SEN covering supervising teachers classes pre and post breaks. Reception / play areas will be marked out (Corridors will be marked between each one to 	<p>All staff/ Supervising staff</p> <p>Covid Response Team</p> <p>"</p> <p>"</p> <p>Covid Response co-coordinator</p> <p>Caretaker Board Principal Aide</p> <p>Covid Response Team</p> <p>Caretaker/ Aide</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

will be unable to stay physically distanced.			<p>hygiene times in their time tables between groups.</p> <ul style="list-style-type: none"> SNA's / SEN will only work with children from one class at a time. . 		<p>help prevent mixing)</p> <ul style="list-style-type: none"> Tape put down in classrooms to ensure desks are 1 m apart and 2 m from teacher. Excess furniture to be removed from classrooms to allow for social distancing. Classrooms allocated according to class sizes. Hall and library to be re-designated as storage areas 	<p>All staff Aide Caretaker Principal All staff Mrs. Barrett Aide</p>	<p>✓ ✓ ✓ ✓</p>
Poorly ventilated rooms and work areas		Poor ventilation will lead to the quick spread of Covid-19	<p style="text-align: center;">Ventilation</p> <p>All rooms will be required to be well ventilated during the day</p> <p>All staff/ children will be encouraged to dress warmly if needed.</p>		<p>All staff will be required to open at least one window throughout the day.</p> <p>There will be 3 breaks during the day from 1st – 2nd class to aid in ventilating the classrooms.</p>	<p>All staff</p>	<p>✓ ✓</p>
Cold children /adults due to open windows		Open windows in cold weather could lead to children adults getting sick					

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Covid -19 Inadequate cleaning	Yes	Spread of Covid-19 virus Illness	H	<u>Cleaning</u> The Board of Mangement will ensure that: All cleaning will be undertaken in line with DES and public health guidance.	Yes	<ul style="list-style-type: none"> ✓ Staffs is 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 	All Staff Board/ Principal CRC Board/ Principal CRT Board CRT/ CRC	✓ ✓ ✓ ✓ ✓

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Covid -19 Small admin areas	Yes	Admin areas too small to admit visitors and maintain physical distancing leading to Spread of Covid-19 virus Illness	H	<u>Office and Admin Areas</u> <ul style="list-style-type: none"> The number of employees permitted to be in an office at any particular time shall be limited as a necessary control measure to protect health and safety. 	Yes	<ul style="list-style-type: none"> Meetings with principal strictly by appointment. School secretary to arrange. Only 1 additional person at a time in principal's office. Meetings to be conducted by phone where possible. Communication with school secretary to be had mostly via Aladdin or through Perspex hatch or open door. Visitor log to be maintained. (Own Pens)	School Secretary All staff All visitors	✓ ✓ ✓ ✓ ✓

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Covid -19 The use of PPE	Yes	That incorrect use of PPE will not help to prevent the Spread of Covid-19 virus Illness	H	<p>PPE</p> <p>The Board will ensure that PPE will be available where required and that the appropriate training will be supplied in its use</p> <ul style="list-style-type: none"> 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. 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. PPE will be provided for dealing with suspected cases. <p>Guidelines issued to school via the DES will be followed with regard to PPE.</p> <p>Guidance for Primary Schools & Special Schools on PPE, Consumables and Equipment</p>	Yes	<p>Appropriate PPE will be procured and re-ordered as necessary using guidelines issued by the DES</p> <p>Face coverings will be provided to all staff. Staff may choose to wear their own face coverings.</p> <p>All staff will be required to wear face coverings when less than 2m physical distance from pupils/ other adults.</p> <p>All adults entering the premises and moving in common areas/ corridors will be required to wear a face covering.</p> <p>Other PPE (Aprons/ gloves/ visors) will be provided to staff. These will be replenished weekly by the caretaker.</p>	School Principal In School Management Team All Staff All visitors Board, Principal, In-school management Team LWR DLWR	✓ ✓ ✓ ✓ ✓
SNA's		<p>Additional PPE/ Screens may be necessary to protect SNA's from bodily fluid</p> <p>SNA's moving between classes could bring covid-19 from pod to pod.</p> <p>Job sharing SNA's sharing equipment</p>				<p>SNA's will be provided with PPE/ Screens as necessary.</p> <p>SNA's may use visors in lieu of face masks when in close contact with pupils if necessary.</p> <p>Movement of SNA's between classes will be restricted as much as possible. Where SNA is in more than 1 classroom, switching will take place after breaks. Hand Hygiene and cleaning regimes will apply.</p> <p>Each classroom will have access to a maximum of 1 SNA. (Exception in the case of shared SNA. If this case all areas will be cleaned/ sanitised by the SNA's at the end of shifts)</p>	SNA's	✓

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Covid -19 Dealing with a suspected case of Covid-19	Yes	Spread of Covid-19 virus Illness	H	<u>Dealing with a suspected case of Covid-19</u> <ul style="list-style-type: none"> Appoint an appropriate person for dealing with suspected cases. (School Principal/ Deputy Principal) 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 	Yes	<ul style="list-style-type: none"> Disabled Toiled designated as an isolation area: Screen/ hand gel/ bins.... School principal designated as appropriate person. See plan for procedures School secretary and deputy principal designated as additional members of team. Perspex to be used to provide two spaces. Additional hand sanitisers, hand towels, chairs, masks.... To be provided to make area suitable. 	Principal Board Covid Response Team	✓

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Covid -19	Yes	Spread of Covid-19 virus illness	H	<p style="text-align: center;"><u>Covid-19 Cleaning</u> <u>Cleaning a space after a suspected case of Covid -19</u></p> <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 has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids ✓ All cleaning will be undertaken in line with DES and public health guidance. 		The cleaning contractors need to be aware of the cleaning procedures outlined in the controls and follow them carefully. .	Board	✓

			<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. <ul style="list-style-type: none"> ✓ 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 ✓ 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>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. Clean and disinfect anything used for transporting laundry with your usual products, <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 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. You should not put waste in communal waste areas until negative 			
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				<p>test results are known or the waste has been stored for at least 72 hours</p> <ul style="list-style-type: none">✓ If the individual tests negative, the can be put in with the normal waste. <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>				
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Travel to and from school	Yes	Spread of Covid-19 virus through pods mixing. Illness	H	<p><u>Travel to Work/ School</u></p> <ul style="list-style-type: none"> Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work. Where a pupil exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to School. Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. Pupils availing of public transport should minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc. Pupils using bus transport will wear masks and be seated in pods and socially distanced. They will hand sanitise entering and exiting the bus. Pupils/ staff 		<p>Staff, pupils, parents and bus transport providers will have to be made aware of these procedures.</p> <p>Pupils using buses will enter the school grounds using the designated gates for their class.</p> <p>Infants using bus transport will be escorted to the bus area at the end of the school day by Mrs. Bleahene using an outdoor route where possible.</p>	Principal Mrs. Bleahene Bus Driver Bus driver	✓ ✓ ✓

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<p>Covid -19</p> <p>Large gatherings of parents and children at start and end of school day.</p> <p>Parents of infant children and older children on school grounds at the same time.</p>	Yes	Spread of Covid-19 virus illness	H	<p><u>Drop-offs and Collection of Pupils</u></p> <ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. • Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures. • It expected that there will be pre-agreed staggered arrival times for school buses. • A staggered infant start will be organized initially. This will be reviewed with the aim of reverting to a common intake as soon as possible. • Parents/guardians will be encouraged to wait in the car outside of the school as much as possible. • Only parents of Infant children will be allowed in the school grounds for drop off and pick. (Parents of first class children allowed to drop off and collect on grounds for first two weeks only) • Pupils will be encouraged to walk where possible. • Children from 2nd – 6th will be expected to move on and off the school grounds independently. 	Yes	<p>Induction Day: Monday 31st: Classes will be invited to attend in ¾ hour slots to practice physically distancing and to get introduced to new routines in advance of first day.</p> <p>Morning Routine: First week: SEN and PA to act as stewards. PA outside school grounds/ SEN team at gates.(Clip boards with maps/ areas to be provided) Stewards/ teachers to wear face coverings and high vis. Children to be directed to areas... physical distancing to be followed. Class teachers to meet class in areas Staggered entry according to plan. (see plan Appendix 11) Liaise with bus companies to ensure staggered drop-off and collection times. Liaise with lollypop lady re staggered drop off times. Communicate drop off and collection procedures with parents (Letters/ maps/ website) Liaise with SEN pupils to make special arrangements if necessary. (SNAs to collect where necessary/ feasible) Decide on and communicate entrances/ exits. Erect signs. Mrs. Bleahene will collect Infant children for bus using a route outside the school for the main part.</p>	All staff	✓
							School secretary	
							Principal Board A Bleahene	

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Visitors to the school	Yes	Lack of contact tracing would make it difficult to contain spread. Spread of Covid-19 virus Illness	H	<p style="text-align: center;"><u>Visitors to the School</u></p> <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 • Adhere to social distancing requirements • Not to loiter – complete their business and leave premises • 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 		<ul style="list-style-type: none"> • Contact forms/ Visitor forms to be used by all visitors • Sanitiser available at main entrance. • All doors locked apart from main Entrance after reception of children. (School Caretaker) • Posters at main entrance explaining procedures. • Communication of procedures via website. • School secretary to co-ordinate visitors. • School secretary to fill in contact form for each visitor. • All deliveries to be left outside the main entrance. • If deliveries need to be signed for, the same procedures as for all visitors must be followed. (Mask, hand sanitizer..) • Sanitizing equipment to be available at main entrance. • Caretaker/ secretary to bring deliveries into school building after sanitizing them. • Parents delivering items for children to school to leave these with school secretary 	School Secretary	✓ (ongoing)

Hazard:	Is the Hazard present	What is the Risk	Risk rating H=High M=Medium L=Low	December Updates Fire Drills , Concerts, Play areas November/ December 2020 Controls (When all controls are in place, risk will be reduces)	Is this control in place	Actions: to-do list Outstanding Controls (Risk rating applies to outstanding controls outlined in this document)	Person Responsible	Signature and date when action completed
Retirement of safety Officer.	Yes	No Person with Responsibility for updating safety plans and procedures	H	New Safety Officer appointed to be appointed from Board: Caroline Gallagher	Y		BOM	Ratified November 2021
Fire Drill areas and protocols outdated due to new play areas and classroom allocations.	Yes	Children and staff unaware of procedures in the case of a fire. Danger to health and life.	H	<ul style="list-style-type: none"> Update fire drill protocols and procedures. Communicate new arrangements to staff. Perform a fire drill with notice given to staff where all new arrangements are followed. Classes to follow same entry/ exit routines as per break times to ensure Covid compliancy. 	Y Y Y	<ul style="list-style-type: none"> Provide map of new Fire Drill areas to all staff. Provide fire drill procedure sheet to each member of staff. (Hard Copy) Hold scheduled fire drill Review Drill and change/ adapt as needed. Hold un-scheduled fire drill. Review 	C Gallagher " " " " ' ' "	Dec 2020 Dec 2020 Dec 2020 Second Term
Christmas Concerts and Choirs	Yes	Danger of congregation due to spread of Covid 19	H	All singing practice to take place out of doors. No audiences in schools. Virtual concerts to replace face to face concerts. Children not to share costumes or props. No carol singing.		Staff informed re arrangements for singing. SET to accommodate recordings of concerts. Permissions to be sources for recordings so as to be compliant with GDPR Parents informed re costumes.	C Gallagher A Bleahene Class teachers Class teachers	November Staff meeting 2 weeks prior to concerts
Grass play areas wet and slippery due to rain.	Yes	Danger of falls and accidents.	H	Grass areas not used when conditions are too slippery.	Y	Play areas rotated from mucky grass areas to dry grass areas or concrete areas when necessary. regular review of condition of various areas	Principal + C Gallagher + A Bleahene	Every two weeks: ongoing

Hazard:	Is the Hazard present	What is the Risk	Risk rating H=High M=Medium L=Low	Controls Re-opening of Schools following January – March Closure	Is this control in place	Actions: to-do list Outstanding Controls (Risk rating applies to outstanding controls outlined in this document)	Person Responsible	Signature and date when action completed
				(When all controls are in place, risk will be reduces)				
Danger of Airborne spread of Covid-19 due to rise of British variant.	Yes	Staff in danger of contracting Covid-19 because of inadequate ventilation.	H	Renewed emphasis on Ventilation: <ul style="list-style-type: none"> Windows to be open wide before school, at break times and in evenings. Doors to be open if possible Heat on longer when weather cold. Extra clothing encouraged. 	Yes	Staff informed of protocols in staff meeting prior to return and via Aladdin All staff to open windows in own classrooms in mornings and evenings. Staff room windows to be opened in mornings and evenings. Windows to be closed in evenings after a minimum of 15 minutes.	A Bleahene All staff C Gallagher A Bleahene Cleaners	March 2021 March 2021 March 2021
Pupils sitting closer than 1 metre together	Yes	Spread of Covid 19. Bubbles too big.	H	All pupils in all classes from 1 st – 6 th class to be seated at least 1 metre apart. Pods to be kept as small as possible	Yes	Extra built in shelving in some classrooms to free up space currently taken up by furniture. Tables to be reconfigured in 1 st and 2 nd class to ensure 1 metre distance.	BOM Class teachers	Jan-Feb By March
Aistear: Pupils playing closely together.	Yes	Sharing of equipment and mixing of bubbles	H	Outdoor areas to be used for Aistear and play where ever possible for Infant classes.	Not Yet	New outdoor Aistear area to be constructed.	BOM, principal	April
Parents congregating at reception and home time	Yes	Spread of Covid -19	H	All Parents/ guardian dropping off and collecting children from school will wear a mask/ face covering and distance by 2 metres. Parents/ guardians will immediately leave the vicinity after dropping off their children.	Ongoing	Posters with images of desired behaviours (distancing and Mask wearing and no gathering) sourced and distributed. Parents Association to assist with stewarding on re-opening days. Text / web-post and Seesaw reminders regularly.	Covid Response Team All staff	March Ongoing
Pupils who are close contacts coming to school	Yes	Spread of Covid-19 in classrooms	H	All parents to complete digital Parental Declaration Form after each absence	Ongoing	Digital form to be devised and posted on website Parents informed and reminded via text / Seesaw/ website/email. Forms monitored on a daily basis	A Bleahene Principal All Staff	February Ongoing Ongoing

Hazard:	Is the Hazard present	What is the Risk	Risk rating H=High M=Medium L=Low	Controls	Is this control in place	Actions: to-do list Outstanding Controls (Risk rating applies to outstanding controls outlined in this document)	Person Responsible	Signature and date when action completed
				Post Re-opening after January-March lockdown (When all controls are in place, risk will be reduces)				
Staff rooms too crowded	N	Spread of Covid-19 among staff in staffrooms	H	An additional staff room will be configured in the library. The hall will be de-cluttered to allow for 2 metre distance between each table.	Yes	Library de-cluttered by cleaning staff during closure. Hall de-cluttered by cleaning staff during closure. Attic storage space cleared out. Skip hired. Additional requisites acquired for new staff area. Staff areas reconfigured to allow for 2 metre distance between seats. Additional PPE box and First aid box sourced. First-aid and duty rotas re-configured.	Cleaning staff Cleaning Staff Care taker Caretaker BOM Cleaning Staff	Jan/Feb " " " "
Grass areas not suited to children with balance issues.	Y	Falls and injuries	H	Play areas to be reconfigured to ensure that they are safe for all the children accessing them taking particular account of special needs.	Yes	Second and third class play areas to be exchanged. 6th class area to be moved to dry and even section of the pitch. Play areas to be re marked.	LWR/DLWR Management team. Management Team Caretaker	March March " "
Children travelling on buses in different classes.	Y	Difficulties identifying close contacts.	H	Audit of all children travelling on buses to and from school to ensure that information of pods is accurate and up to date	No	Contact to be made with all bus companies to collect up to date list of pupils travelling by bus. This to be checked every two weeks. Register or roll call on buses daily. Information to be added to School Covid information document for the HSE.	Secretary Bus driver Secretary A Bleahene	

Declaration of Sight

I have read and understand the contents of this document.

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