

# Updated Risk Assessment to minimise the risk of being exposed to Covid-19

The process involved consultation with all school staff.

## Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management (BOM) in St. Brigid's B.N.S. 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. Brigid's B.N.S. 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;"><b>Emergency – Extremely serious</b></p> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	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.
11 – 15	<p style="text-align: center;"><b>Severe and Serious</b></p> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	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.
6 – 10	<p style="text-align: center;"><b>Medium</b></p> If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	<p style="text-align: center;"><b>Trivial or Negligible</b></p> If an incident were to occur, there would be little likelihood that an injury would result	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

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

Who may be affected?	Identified Risks	<b>Risk Communication, Education and Training</b> Controls	Risk Rating with controls	Action implementation
<b>Staff</b>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school. This plan will be regularly reviewed to comply with health and safety requirements.</p> <p>The staff representative(s) were consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>✓ Ensure that all staff receive necessary training and information prior to returning to work</li> <li>✓ Ensure that all staff complete a Return to Work Form prior to returning to work and confirm that details remain unchanged via email following subsequent periods of closure such as school holidays</li> <li>✓ Provide posters and information to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> <li>✓ Maintain a COVID-19 contact list</li> <li>✓ Review and update a risk assessment in line with DES advice</li> </ul> <p><b>Circular 49/2020 Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools</b></p> <p><b>Circular 54/2020 Coronavirus (COVID-19): Arrangements for Certain Employees (i.e. Secretary/Caretaker) employed in recognised Primary and Post Primary schools</b></p> <p>These two circulars outline details of Special Leave with Pay, Self-Isolation, At Risk Groups and Alternative Working Arrangements</p> <p><b>Information Note TC 001/2021</b> : Temporary changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements for Teachers employed in recognised Primary Schools</p> <p><b>Information Note TC 002/2021</b> : Temporary changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements for SNAs employed in recognised Primary Schools</p> <p>Staff can follow <a href="https://www2.hse.ie/">https://www2.hse.ie/</a> for regular updates or can contact HSELive for advice <b>1850 241850</b></p> <ul style="list-style-type: none"> <li>✓ Staff should also review Health Protection Surveillance Centre (HPSC) guidance issued in January 2021. <a href="https://www.into.ie/app/uploads/2021/02/Appendix-2-Summary-of-Public-Health-advice-relating-to-schools-with-focus-on-Special-Education-Provision-3-February-2021.pdf">https://www.into.ie/app/uploads/2021/02/Appendix-2-Summary-of-Public-Health-advice-relating-to-schools-with-focus-on-Special-Education-Provision-3-February-2021.pdf</a></li> </ul>	Medium	Board of Management Principal Staff
<b>Risk Level Calculation</b> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<b>Risk Level Action</b> 1-5 Trivial risk            Acceptable                    6-10 Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> February 2021		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Hygiene</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The BOM will ensure that all staff and pupils can wash their hands regularly. Class toilets have been equipped with new soap dispensers and appropriate sanitisers (i.e. hand gel dispensers, etc.) are available in each classroom and at the main reception.</p> <p>Staff/Pupils/ Visitors etc. should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed or sanitised: <ul style="list-style-type: none"> <li>○ After coughing or sneezing</li> <li>○ Before and after eating or preparing food</li> <li>○ Before and after using protective gloves</li> <li>○ Before and after being on public/private /school transport</li> <li>○ When arriving and leaving the school campus</li> <li>○ After toilet use</li> <li>○ When hands are dirty</li> <li>○ Before and after wearing gloves</li> <li>○ Before and after being on public/school transport/own vehicles</li> <li>○ Before leaving home</li> <li>○ After touching potentially contaminated surfaces</li> <li>○ If in contact with someone displaying any Covid-19 symptoms</li> </ul> </li> <li>✓ Observe good respiratory measures to limit the spread of the virus by: <ul style="list-style-type: none"> <li>○ Avoid touching the face, eyes, nose and mouth</li> <li>○ Cover coughs and sneezes with an elbow or a tissue</li> <li>○ Dispose of tissues in a covered bin</li> </ul> </li> <li>✓ Support in performing hand hygiene shall be provided to pupils who need assistance</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces</li> </ul> <p>The BOM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul>	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Requires constant monitoring</p>	<p>Board of Management Principal Staff Visitors Contractors Public</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<h2 style="text-align: center;">Hygiene</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>The Board of Management will ensure that:</b></p> <ul style="list-style-type: none"> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Appropriate social distancing markings are in place</li> <li>✓ Necessary PPE is available to staff</li> <li>✓ Standard cleaning and maintenance regimes are put in place and detailed records retained</li> <li>✓ All drinking water facilities have been shut down</li> <li>✓ All school windows shall be open as fully as possible when classrooms are not in use (break times and end of school day) and partially open when rooms are in use</li> <li>✓ Equipment sharing is minimised. Staff are encouraged not to share equipment where possible</li> <li>✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags)</li> <li>✓ All school equipment is sanitised – cleaning programmes have been devised to ensure that shared equipment is cleaned and disinfected between use by different people</li> <li>✓ Covid compliant work areas to be available where social distancing guidelines can be applied</li> <li>✓ There is staggered use of canteen/kitchen or other communal facilities</li> <li>✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements have been put in place to ensure they do not overflow—Caretaker to empty at break and lunch times</li> <li>✓ All waste collection points are emptied regularly throughout and at the end of each day.</li> <li>✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards</li> <li>✓ Toilet facilities are cleaned regularly</li> <li>✓ Hand hygiene facilities are regularly checked and well-stocked - Caretaker</li> </ul>	<p style="text-align: center;">Medium</p> <p style="text-align: center;">Requires constant monitoring</p>	<p style="text-align: center;">Board of Management Principal Staff Visitors Caretaker</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<h2 style="text-align: center;">Physical Distancing</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p><b>The Board of Management will ensure that:</b></p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school e.g. pupils and teachers in class bubbles and discrete small pods with 1m distance between pods wherever possible. To the greatest extent possible, staff and pupils are consistently in the same bubbles.</li> <li>✓ physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, lifts, kitchen areas, canteens, stairs, where congregation or queuing of staff, or students or visitors might occur</li> <li>✓ Break times will be staggered and school supervision procedures must be strictly adhered to</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility</li> <li>✓ Meetings of staff will take place online and by using teleconferencing facilities</li> <li>✓ There is currently a strict no handshaking policy in place within the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</li> </ul> <p>It is recognised that it is not always possible for staff to maintain physical distance from pupils and it is not always appropriate that they would be expected to do so where this could have a detrimental impact on the pupil.</p> <p>However, where possible, staff should maintain a minimum of 1m distance and where possible 2m.</p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> <li>✓ No worker has symptoms of Covid-19</li> <li>✓ The close contact work cannot be avoided</li> <li>✓ Installation of physical barriers e.g. clear plastic sneeze guards</li> <li>✓ PPE is present in line with the approved risk assessment (surgical mask, gloves, etc) and public health advice</li> <li>✓ An exclusion zone for &lt;2m work will be set up pre task commencement</li> <li>✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly</li> </ul>	<p>Medium</p> <p>Requires constant monitoring</p> <p>Medium/ Serious</p> <p>Requires constant monitoring</p>	<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>		
<p><u>Assessment Date:</u>    February 2021</p>		<p><u>Assessor's Name:</u></p>		



Who may be affected?	Identified Risks	<h2 style="text-align: center; color: yellow;">Vulnerable Pupils</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff Pupils	<p>Spread of Covid-19 virus and associated risks/symptoms</p> <p>Social isolation</p> <p>Falling behind in academic work</p>	<p>Pupils deemed to be 'at very high risk' due to relevant public health guidelines may not be in a position to return to school. These pupils will have regular and on-going communication between home and school</p> <p>Use on-line resources and the communication platform Aladdin /Showbie</p> <p>Provide the pupil with an individualized support for his learning</p> <p>Support pupil's wellbeing and motivation</p> <p>Support the pupil's digital competence where necessary</p> <p>Support pupil's capacity to become a self-directed learner</p> <p>In the event of a localized, full school closure, pupils will continue their education using on-line resources and the communication platform Aladdin /Showbie/Zoom</p> <p>The DES is updating its <i>Continuity of Schooling Guidance</i> documents</p> <p>If a Teacher/SNA is considered to be in the 'very high risk' category and is working from home, this teacher may also provide additional supports for these pupils</p> <p>Teachers will liaise with the relevant class teacher and SET regarding curricular content and classwork for the vulnerable pupils.</p>	<p>Severe</p> <p>Requires monitoring</p> <p>Severe</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>		
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Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Cleaning</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff especially cleaning staff</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items brought to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.</li> <li>✓ Staff advised to sanitise their own personal lunch area in the staffroom.</li> <li>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</li> <li>✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves</li> <li>✓ System in place for the disposal of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection</li> <li>✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use</li> <li>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</li> <li>✓ Cleaning schedule agreed with cleaning staff including – items and areas to be cleaned, frequency of cleaning, cleaning materials to be used, equipment to be used, method of operation</li> </ul>	<p>Medium</p> <p>Requires constant 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>		
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Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Office and administration areas</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff</li> <li>• The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety.</li> <li>• The offices will have Perspex screens to facilitate safety</li> <li>• No one should enter the offices unless deemed absolutely necessary and distancing will be adhered to.</li> <li>• All surfaces will be wiped before and after use e.g. telephone</li> <li>• Windows fully open when areas not in use and partially open otherwise.</li> <li>• PPE will be worn e.g. mask, face shield if a visitor in the room.</li> </ul>	<p>Medium</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal 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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Use of PPE</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The correct use of Personal Protective Equipment (PPE) such as masks, face shields/visors or clear plastic barriers or Perspex screens etc. will be required to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Alcohol-based sanitiser will not be stored or used near heat or naked flames</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: <a href="https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html">https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</a></p> <p>Surgical grade masks, cloth Face coverings and visors are provided to all staff</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use, but will be available for specific tasks e.g. First Aid, cleaning</p> <p>*Face coverings are not recommended to be worn by children under 13 years, but those who choose to wear a face covering may do so</p> <p>PPE removed and updated Oct 20 per DES Guidelines</p>	<p>Medium</p> <p>Requires constant 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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<b>Handling books and other resources during Covid-19</b> Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials</li> <li>• Follow the agreed school protocols if you are displaying symptoms of Covid-19</li> <li>• Hands should be washed in line with relevant guidance</li> <li>• Toys, sports equipment etc will be shared as little as possible and cleaned accordingly.</li> <li>• Toys/Equipment shall be checked and cleaned on a regular basis to remove dust and dirt.</li> <li>• Toys /Equipment that are visibly dirty or contaminated shall be taken out of use immediately for disinfecting or disposal.</li> <li>• Toys will be washed, rinsed and dried where possible.</li> <li>• Otherwise they will be wiped with a damp cloth and dried.</li> <li>• Where possible pupils will have their own individual art and equipment supplies.</li> <li>• Shared equipment e.g. Electronics will be cleaned between use and pupils will be encouraged to perform hand hygiene before and after using any shared item.</li> <li>• Where practical, pupils will have their own books.</li> <li>• Where possible pupils will have their own individual art and equipment supplies.</li> <li>• Choir and music practices/performances may pose a higher risk so special consideration will be given to increased ventilation and distances between performers.</li> <li>• Sporting events will follow government guidelines.</li> <li>• If shared items are rotated between class groupings during the year, they will first be quarantined for 72 hours.</li> <li>• 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</li> <li>• Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next class</li> <li>• Lessons on hygienic use of materials</li> </ul>	Medium  Requires constant monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> February 2021		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	<h2 style="text-align: center;">Using hand tools or equipment</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<b>All staff</b>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking</li> <li>✓ All tools and equipment must be properly sanitised to prevent cross contamination</li> <li>✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable</li> <li>✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use</li> <li>✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use</li> </ul>	<p>Medium</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal Staff Caretaker Cleaning Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk        Acceptable</p> <p>6-10   Medium risk        Requires monitoring</p> <p>11-15 Severe risk        Requires immediate further action and control</p> <p>16-25 Emergency risk    Halt activity and review immediately</p>		
<p><u>Assessment Date:</u>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>The Board of Management will ensure that:</b></p> <ul style="list-style-type: none"> <li>✓ Two staff members will deal with suspected cases. (Maeve and Johanne – both with First Aid training)</li> <li>✓ Two designated isolation areas are available within the school building- Rooms 9 and 15 have been chosen as designated areas and are easily accessible and are accessible by people with disabilities. Both rooms have the ability to isolate the person or 2 people behind a closed door and away from other workers and are equipped with the recommended items - Tissues, Hand Sanitiser, Disinfectant/wipes, Gloves/masks/aprons, Waste bags, Bins</li> </ul> <p><b>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</b></p> <ul style="list-style-type: none"> <li>✓ Isolate the person within the classroom and a procedure is 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, use a surgical mask, visor and gloves. Ensure that others maintain a distance of at least 2 metres from the symptomatic person at all times.</li> <li>✓ A disposable mask for the person presenting with symptoms will be provided. He/she should wear the mask if in a common area with other people or while exiting the premises.</li> <li>✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.</li> <li>✓ Pupils- contact parents / guardians to collect pupil as no public/school transport may be used if it is a suspected case of COVID-19</li> <li>✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided</li> </ul>		<p>Medium</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal Staff</p> <p>Maeve Johanne</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>			

Who may be affected?	Identified Risks	<b>Dealing with a suspected case of Covid-19 (continued)</b> Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used</li> <li>✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.</li> <li>✓ When the pupil is collected, the accompanying person can resume work with other pupils after removing used PPE and performing hand hygiene</li> <li>✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li> <li>✓ Arrange for appropriate cleaning of the isolation area and work areas involved</li> <li>✓ A nominated member of the school management team (Ms. McCabe) will be responsible for ensuring that all aspects of the protocol to deal with suspected cases has been adhered to.</li> </ul> <p>Staff are encouraged to download the HSE Covid-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.</p>	<p>Medium</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal Staff</p> <p>Ms. McCabe</p>
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk            Acceptable 6-10 Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> February 2021		<u>Assessor's Name:</u>		



Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Covid-19 cleaning</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>The School Caretaker</p> <ul style="list-style-type: none"> <li>✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people</li> <li>✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours</li> <li>✓ For cleaning purposes, wear a face mask, a visor, disposable gloves and apron.</li> <li>✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles.</li> <li>✓ All items used should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished</li> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</li> <li>✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal</li> <li>✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids</li> </ul>	<p style="text-align: center;">Medium/ Serious</p> <p style="text-align: center;">Requires constant monitoring</p>	<p style="text-align: center;">Board of Management Principal Cleaning staff Caretaker</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Cleaning a space with a suspected/confirmed case of Covid-19</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ All cleaning will be undertaken in line with DES and public health guidance.</li> <li>✓ Use disposable cloths or paper roll and disposable mop heads to clean all hard surface floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution application and contact times</li> <li>✓ Disinfectants used should be effective against viruses.</li> </ul> <p><b>Additionally:</b></p> <ul style="list-style-type: none"> <li>✓ Avoid creating splashes and spray when cleaning.</li> <li>✓ Any cloths and mop heads used must be disposed of and will be put into waste bags outlined below.</li> <li>✓ When items cannot be cleaned using detergents or laundered (upholstered furniture mattresses for example) steam cleaning should be used</li> <li>✓ Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of</li> <li>✓ 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</li> </ul>	<p>Medium/ Serious</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal Cleaning staff Caretaker</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> February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Cleaning a space with a suspected/confirmed case of Covid-19 (continued)</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>✓ Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air</li> <li>✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above</li> </ul> <p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>✓ Waste should be put in a plastic rubbish bag and tied when full</li> <li>✓ The plastic bag should then be placed in a second bin bag and tied</li> <li>✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known</li> <li>✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours</li> <li>✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul>	<p>Medium/ Serious</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal Cleaning staff Staff Caretaker</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>    February 2021</p>		<p><u>Assessor’s Name:</u></p>		

Who may be affected?	Identified Risks	<p style="text-align: center;"><b>Travel to and from work</b></p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>In accordance with Circular 49/2020, and Circular 54/2020, all staff are aware of when <b>they should not travel to work.</b></p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p> <p>Wash hands/ sanitise when entering /exiting vehicles</p> <p>A number of staff cars may be parked in church grounds to ensure maximum yard space for children</p>	<p>Medium</p> <p>Requires monitoring</p>	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> <p>16-25 Emergency risk    Halt activity and review immediately</p>		
<p><u>Assessment Date:</u>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

## Special Educational Needs

Who may be affected?	Identified Risks	Controls	Risk Rating with controls	Action implementation
<p>Staff</p> <p>Pupils</p> <p>Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>•Death</li> </ul>	<p>Children who are unable to wash their hands by themselves will be assisted to clean their hands using soap and water or a hand sanitiser.</p> <p>Some children have care needs which require the use of aids, appliances or equipment. Where these are cleaned in school, a cleaning schedule is provided. The Sensory and Safe Space rooms are cleaned daily by the cleaning staff.</p> <p>School transport services have additional hygiene systems in operation</p> <p>Staff provided with appropriate PPE e.g. surgical grade masks, visors, gloves</p>	<p>Medium/ Serious</p> <p>Requires constant monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Teacher</p> <p>SNAs</p> <p>Bus escort</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<h2 style="text-align: center;">Visitors to school</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</b></p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> <li>✓ Make a prior appointment before visiting the school</li> <li>✓ Remain at home if they have any Covid-19 symptoms</li> <li>✓ Follow the agreed Covid-19 protocols for the school</li> <li>✓ Sanitise before entering the premises</li> <li>✓ Have temperature taken</li> <li>✓ Attendance to be recorded on entry to building</li> <li>✓ Wear a face mask</li> <li>✓ Adhere to social distancing requirements</li> <li>✓ Refrain from entering the secretary's office as social distancing cannot be maintained</li> <li>✓ Not to loiter – complete their business and leave premises</li> </ul>	<p>Medium</p> <p>Requires constant monitoring</p>	<p>Board of Management Principal</p> <p>Secretary</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>    February 2021</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	<b>Management of deliveries and supplies to school</b> Controls	Risk Rating with controls	Action implementation
Staff Drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>▪ All drivers to remain in their vehicle and to follow instructions to set down area</li> <li>▪ Ensure that all delivery transactions comply with physical distancing requirements</li> <li>▪ Agree a delivery protocol with suppliers</li> <li>▪ All deliveries to be planned with allocated times for collections and deliveries</li> <li>▪ Arrangements to be made for paperless deliveries</li> <li>▪ System to be agreed with suppliers to ensure reconciliations are accurate</li> <li>▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.</li> </ul>	Medium  Requires constant monitoring	Board of Management Principal Staff Delivery personnel
<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk            Acceptable 6-10 Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately		
<u>Assessment Date:</u> February 2021		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	<h2 style="text-align: center;">Dropping off and picking up of pupils</h2> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Arrangements for dropping off and picking up pupils from the school facility have been organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p><b>(See Logistics Plan for details)</b></p>	<p>Medium</p> <p>Requires constant monitoring</p>	<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>		
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