



Covid-19 Risk Assessment.

Updated February 2021.

The process involved consultation with all school staff and Board of Management members. This is a working document which may need to be amended as changes and announcements from Public Health are made. It was drawn up alongside our Covid 19 Return to School Plan. We will be guided by NPHE and public health as we reopen the school.

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Scoil Mhuire, Rathpeacon to address significant hazards and risks in the workplace, to access 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 Scoil Mhuire, Rathpeacon 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.

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

The Covid-19 pandemic presents a catastrophic risk to the school community. Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> • Ensure that all staff receive necessary training prior to returning to work • Provide posters, information to increase awareness of Covid-19 among staff and pupils • Promote safe individual practices within the school campus • Engage with staff in providing feedback on the preventive measures and their effectiveness • Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation • Emphasise the effectiveness of adopting protective measures especially good personal hygiene • Provide specific training in the proper use of PPE for staff, where required • Ensure that any pupils or staff members returning from non green list countries self quarantine for 14 days before entering the school. • The benefits of downloading the Covid Tracker app will be outlined to staff. 	Ongoing monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Hygiene (Part 1)	Risk Rating with controls	Action implementation
		Controls		
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 corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> • Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> • After coughing or sneezing • Before and after eating or preparing food • Before and after using protective gloves • Before and after being on public transport • When entering and leaving the school building • After toilet use • Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. • Put used tissues into a bin and wash their hands • Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>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"> • Fever (temperature of 37.5 degrees or above) • Cough • Shortness of breath • Breathing difficulties • Loss of taste or smell <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any Staff Member who has tested positive for Covid-19</p>	Requires monitoring	Board of Management Principal Staff Visitors

		<p>must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSE Live for advice 1850 241850</p> <p>See appendix 1 Assessment and Testing Pathway for Children (3 months – 13 years)</p>		
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Who may be affected?	Identified Risks	Hygiene (Part 2)	Risk Rating with controls	Action implementation
		Controls		
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 corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> • Appropriate signage in line with public health guidelines will be displayed throughout school facilities (buildings and grounds). • Appropriate social distancing markings are in place • Necessary PPE is available to staff • Standard cleaning and maintenance regimes are put in place and detailed records retained • Toilet facilities are cleaned regularly • Equipment sharing is minimised. Staff are encouraged not to share equipment • There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) • All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people • Covid compliant work areas to be available where social distancing 	Requires monitoring	Board of Management Principal Staff Visitors

	<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>guidelines can be applied</p> <ul style="list-style-type: none"> • There is staggered use of staffroom/kitchen or other communal facilities • Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and adequate waste collection arrangements have been 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 may use gloves when removing rubbish bags or handling and disposing of any rubbish. If using gloves, they must be disposed of in a safe manner. Hands to be washed with soap and water for at least 20 seconds afterwards • A soap dish will be placed underneath wall-mounted sanitisers to collect possible drips • VENTILATION - All classroom windows will be slightly open during teaching hours. • Windows will be fully opened during break times and for 15 minutes at the end of each school day.(as per our Covid 19 School Response Plan). • First aid will be administered on the yard rather than sending children into the first aid room. All supervising teachers will have their own gloves, face mask, and first aid supplies. 		
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Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
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 corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of 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 • physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, kitchen areas, where congregation or queuing of staff, or students of visitors might occur • Break times will be staggered and school supervision procedures must be strictly adhered to • Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) • Appropriate social distancing arrangements will be in place throughout the facility • Internal phones will be used to convey messages between classes and the office. This will keep the corridors free of traffic. • Meetings of staff will take place in smaller groups and 2 metre social distancing will operate. Where deemed necessary online and by using teleconferencing facilities • There is currently a strict no handshaking policy in place within the school • All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible • In Classroom the children will be seated 1 metre apart from each other (third to sixth class). • Each teacher's desk/ work area will be 2 metres from the pupils. Where a teacher is working within 2 metres of the pupils, face masks/visors will be worn. • Class groups will be kept apart from each other and children will be in 	Requires monitoring Serious	Board of Management Principal Staff Visitors

		<p>pods within their classrooms for the purpose of contact tracing. The pods will be kept 1 metre apart.</p> <ul style="list-style-type: none"> • Log of Close Contacts to be kept by all staff. (A close contact is defined as a person whom you have been within 2 metres of for longer than 15 minutes.) <p>Requirements for personnel working within 2 metres of each other (where activity cannot be avoided/suspended):</p> <ul style="list-style-type: none"> • No worker has symptoms of Covid-19 • The close contact work cannot be avoided • Installation of physical barriers e.g. clear plastic sneeze guards • PPE is present in line with the approved risk assessment (medical grade face mask, gloves, long sleeved gown, disposable apron etc) and public health advice • An exclusion zone for <2m work will be set up pre task commencement • Prior to donning and after doffing appropriate PPE, staff will wash/sanitise their hands thoroughly. Video on donning and doffing PPE to be watched by all staff https://www.youtube.com/watch?v=zI0AHk-7BxI 		
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Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> • Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean 		Board of Management Principal Staff

	<p>conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</p> <ul style="list-style-type: none"> • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>the surface after the personal item is removed</p> <ul style="list-style-type: none"> • Cleaning staff will be trained in the new cleaning arrangements for the school • Sufficient cleaning materials and PPE will be available to allow for increased cleaning • Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves • System in place for the disposal of cleaning cloths and used wipes 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 (The shed on the yard) 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 	Requires monitoring	
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Who may be affected?	Identified Risks	Office and Administration Areas	Risk Rating with controls	Action implementation
		Controls		

Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • 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. • Signage at the door of the office to limit the number of people in the office. • Contact tracing log to kept of all visitors to the school. 	Requires monitoring	Board of Management Principal Administration staff
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Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</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. Video on donning and doffing PPE to be watched by all staff</p> <p>https://www.youtube.com/watch?v=zI0AHk-7BxI</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will not be required to be worn within the school facility according to current occupational and public health guidance.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:https://www2.hse.ie/conditions/corona_virus/face-masks-disposable-gloves.html</p> <p>Face masks and visors will be provided to all staff and will be worn at all times in the classroom, corridor and school grounds. SNAs and SET teachers will be supplied with and will be required to wear medical-grade masks. The school will make medical grade masks available to any other staff member, outside of above, who may opt to wear a medical grade mask. Masks will be placed in a container (plastic bag/ lunch box) when not in use eg. eating. Masks should be changed if wet. Used masks should not be left down on surfaces</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the</p>	Requires monitoring	Board of Management Principal Staff

		<p>risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use. However, staff may need to use gloves from time to time.</p> <p>*Face coverings are not recommended to be worn by children under 13 years</p>		
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Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		
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 corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell 	<p>The Parents council has to prepare for the return of school books (book rental scheme) and other resource materials so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any photocopying work for the office will be left in a sanitised plastic folder on a table outside the classroom. The work will be collected and returned to the table when completed. • Staff will not handle children's bottles, containers etc so lunches must be easy to open by the children themselves. • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. 	Requires monitoring	Board of Management Principal Staff

	<ul style="list-style-type: none"> • Loss of sense of taste or distortion of sense of taste • Death 	<p>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</p> <ul style="list-style-type: none"> • Preferably, library books will not be distributed to pupils due to the risks involved. If so, they will be quarantined for 72 hours on return. • Following the expiry of the 72-hour quarantine period the items may be unboxed and prepared for the next school year • Hands should be washed in line with relevant guidance 		
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Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	<ul style="list-style-type: none"> • Staff must wear the appropriate PPE for the nature of the work that they are undertaking • All tools and equipment must be properly sanitised to prevent cross contamination. • Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable. • Cleaning material will be available so that all tools can be wiped down with disinfectant between each use. • All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitized prior to use. 	Requires monitoring	Board of Management Principal Staff

	<ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		
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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 corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> • Appoint an appropriate person for dealing with suspected cases (vice principal Ms Sheehan.) • Have a designated isolation area available within the school building (in the alcove of the foyer) 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 (we have allocated the room off room 17 for extra isolation space). <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> • Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. Our route will take the 	Requires monitoring	Board of Management Principal Staff

<ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>person outside the school building. Weather permitting the person will be kept outside the school building. If this isn't possible we use the foyer alcove (see above)</p> <ul style="list-style-type: none"> • Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. • Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.* • Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided • If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used • If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. • Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. • Arrange for appropriate cleaning of the isolation area and work areas involved. • A record of all personnel who came in contact with the suspected case will be kept in the isolation area notebook. • The isolation areas will be stocked with the required PPE equipment by the Health and Safety officer. • Where there is a suspected or confirmed case of Covid- 19 among school staff or pupils, the school will maintain confidentiality at all times and will follow the instructions of the HSE Public Health. <p>HSE Public Health will inform all staff/parents who come into close contact with the case via the contact tracing process. They will contact all relevant persons where a diagnosis of Covid -19 is made. They will advise</p>		
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		<p>on appropriate action, on a case by case basis, that should be taken vis a vis the operation of the school.</p> <p>Refer to our CovidResponsePlan for <i>Dealing with a suspected case of Covid 19</i></p>		
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Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste 	<p>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 corona virus (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 bo 	<p>Serious</p> <p>Requires monitoring</p>	Board of Management Principal Staff

	<ul style="list-style-type: none"> • Death 	<p>Body fluids, from a person with corona virus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron</p> <ul style="list-style-type: none"> • Wash hands regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids • In so far as possible, cleaners will carry out their duties in line with created class and staff bubbles. 		
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Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>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</p>		Board of Management Principal Cleaning staff

	<p>blood pressure, diabetes or cancer</p> <ul style="list-style-type: none"> • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Disinfectants used should be effective against viruses.</p> <p><u>Additionally:</u></p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths used should be washed or disposed of and should be put into wash bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholster furniture of mattresses)</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of in double bags and kept in the bin in the shed for 72 hours before being placed in regular bins.</p> <p>Laundry</p> <ul style="list-style-type: none"> • Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air • Clean and disinfect anything used for transporting laundry with your usual products in line with the cleaning guidance outlined above. <p>Waste Management</p> <ul style="list-style-type: none"> • Waste should be put in a plastic rubbish bag and tied when full 	<p>Serious</p> <p>Requires monitoring</p>	
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	<ul style="list-style-type: none">• The plastic bag should then be placed in a second bin bag and tied• It should be put in a suitable and secure place and marked for storage until the individual's test results are known (the shed)• 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• 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• the normal waste		
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Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work. • Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. • If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps ,isolation bars, etc. • Wear a face mask and carry hand sanitizer (at least 60% alcohol) and use it regularly throughout your journey. 	Requires monitoring	All staff

Who may be affected?	Identified Risks	Dropping off and picking up of pupils	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>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.</p> <p>It is expected that there will be pre-agreed staggered arrival times for school buses.</p> <p>Parents/guardians will be asked not to congregate near the school entrance or in the school yard. Parents will be encouraged to wait in the car outside of the school where possible.</p> <p>Parents/Guardians collecting children from school will be asked to wear a mask.</p> <p>Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up.</p> <p><i>Refer to our Covid 19 School Response Plan for details of drop off and morning assembly zones (Appendix 1 - General Procedures for Returning to School)</i></p>	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers parents and escorts

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

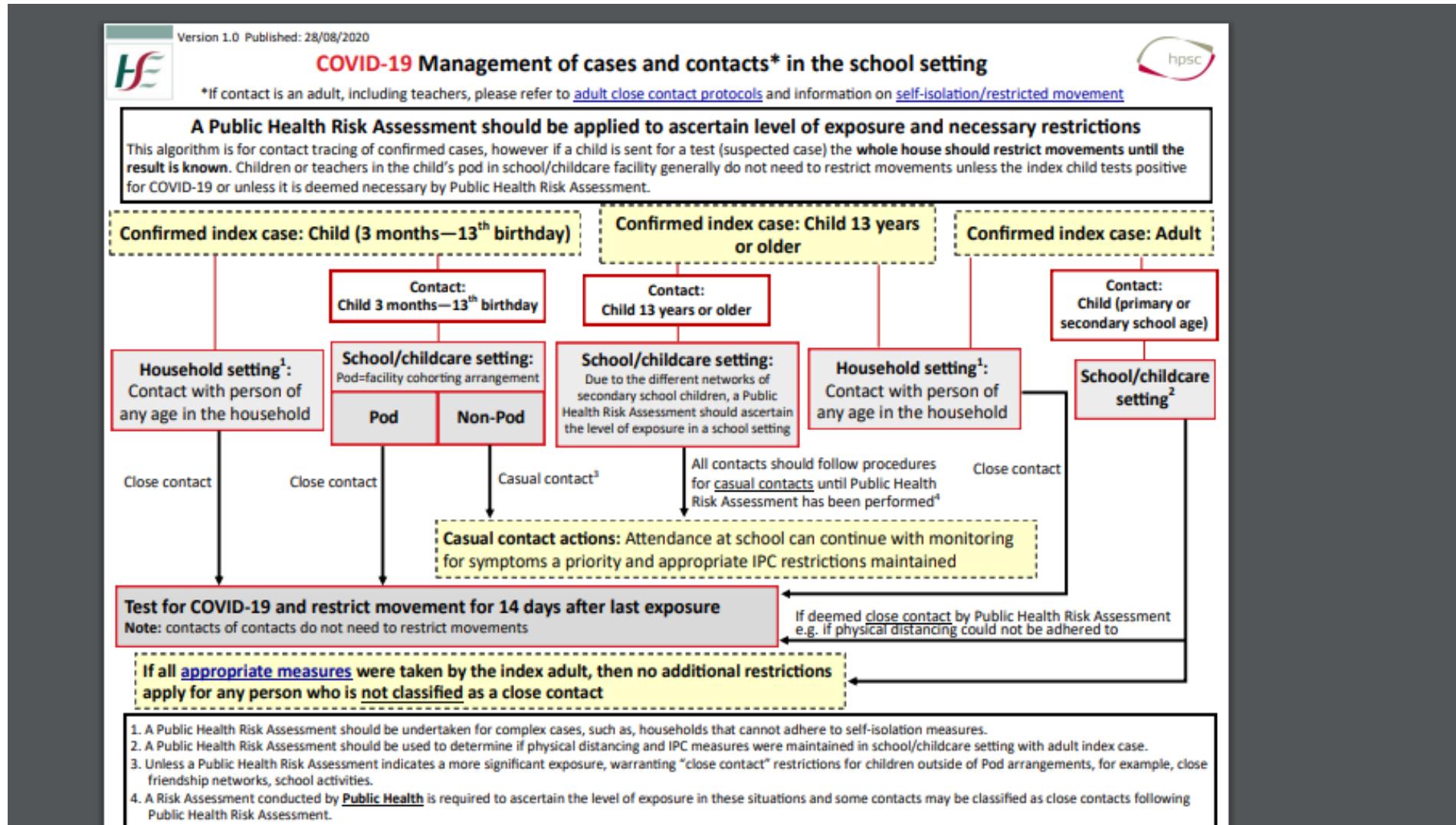
Who may be affected?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the corona virus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the corona virus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • The main gate of the school will be closed. All driver personnel to remain in their vehicle and phone the school to announce their arrival • The school phone number will be posted on the gate. When delivery personnel phone the office, a member of staff will go out to take the delivery from them. Where a delivery needs to be unloaded, the gates will be opened and the caretaker will oversee the unloading of the delivery. • Ensure that all delivery transactions comply with physical distancing requirements • Agree a delivery protocol with suppliers • All deliveries to be planned with allocated times for collections and deliveries • Arrangements to be made for paperless deliveries • System to be agreed with suppliers to ensure reconciliations are accurate • Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	<p>Board of Management Principal Staff Delivery personnel</p>

Distance Learning

In the event of school/class closure due to a positive Covid case on the premises:

Risk	Risk of Harm	Managing the Risk
Working from home in the event of a school closure due to Covid 19	Risk of child being exposed to inappropriate material Risk of child accessing/circulating inappropriate material Risks of Zoom meetings being "bombed" Risks of Zoom meetings being recorded Well being of pupils	The School has a mobile phone and ICT policy Acceptable Use policy will be presented to the pupils on return to school which they sign School Anti Bullying policy School Code of Behaviour School professional emails used at all times Use of agreed platform for communicating with parents and pupils ISM CPD " Key Steps for Success Using Zoom " online training for teachers Permission sought to attend Zoom meetings Protocols for using Zoom sent to parents and pupils involved Only platforms established as secure will be used for interactions. Regular communication between teachers and families via Aladdin and email to check in on child's well being and levels of engagement with remote/online learning. Phone call/s made to each family to touch base

Appendix 1 Assessment and Testing Pathway for Children 3 months – 13 years



Adaptation to fire drills during Covid- 19 pandemic

- We will continue to hold a fire drill each term.
- Children will leave the building via their closest exit.
- Children will be taken by their class teacher to their morning assembly point on the yard instead of the numbered lines.
- The class will line up in their class bubbles and their teacher will take a roll call.
- All classes will return to the building in an orderly fashion, maintaining social distancing when told it is safe to do so.

This document is a live document and will be reviewed on an ongoing basis in consultation with all interested parties.

Signed: Fiona Monahan - Chairperson Board of Management

Susanna O'Neill – Príomhoide

Date: February, 2021.