**Covid-19 Risk Assessment: Clonaghadoo National School**

**2021-2022**

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| Identified Risks to:  Staff | Risk Rating:  High  Medium  Low | Risk Communication, Education and Training | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.  The staff 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.  The Board of Management will:   * Ensure that all staff receive necessary training prior to returning to work * Provide posters and information to increase awareness of Covid-19 among staff and pupils * 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 | Yes  Yes  Yes | L | Board of Management Principal  Staff |

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| Identified Risks to:  All staff  Pupils  Visitors  Contractors  Public | Risk Rating:  High  Medium  Low | Hygiene | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate santitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:   * Wash their hands properly and often. Hands should be washed:   + After coughing or sneezing   + Before and after eating or preparing food   + Before and after using protective gloves   + Before and after being on public transport   + When arriving and leaving the school campus   + After toilet use * 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   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.  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 37.5 degrees or above) * Cough * Shortness of breath * Breathing difficulties * Change/loss of smell/taste   Any Staff Member displaying symptoms must self-isolate and contact their GP immediately. The GP will decide if he/she needs to be tested.  Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements in accordance with HSE Guidelines.  Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor. Staff members must provide appropriate documentation to show that he/she is fit to return to work.  Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850**  The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). * Appropriate social distancing markings are in place * Necessary PPE is available to staff * Standard cleaning and maintenance regimes are put in place * Toilet facilities are cleaned regularly * All drinking water facilities will be shut down * Equipment sharing is minimised. Staff are encouraged not to share equipment * There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people * There is staggered use of canteen/kitchen or other communal facilities * Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow * All waste collection points are emptied regularly throughout and at the end of each day. * 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 | Yes  Yes  Yes | L  Requires Monitoring | Board of Management Principal  Staff  Visitors |

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| Identified Risks to:  All staff  Pupils  Visitors  Contractors  Public | Risk Rating:  High  Medium  Low | Social Distancing | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Mangement will ensure that:   * 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, staffroom, 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 arangements will be in place throughout the facility * Meetings of staff will take place online and by using teleconferencing facilities * There is currently a strict no handshaking policy in place within the school * All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible   **Where 2 metre distance cannot be maintained**  If 2 metres distance can not be maintained, staff members **must** wear a mask.  Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):   * No worker has symptoms of Covid-19 * The close contact work cannot be avoided * Installation of physical barriers e.g. clear plastic sneeze guards * PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice   Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | Yes  Yes | L  Requires Monitoring | Board of Management Principal  Staff  Visitors |

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| Identified Risks to:  Staff especially cleaning staff | Risk Rating:  High  Medium  Low | Cleaning | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | All cleaning will be undertaken in line with DES and public health guidance.   * Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff are advised to clean personal items and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed * Cleaning staff will be trained in the new cleaning arrangements for the school * Sufficient cleaning materials and PPE will be available to allow for increased cleaning * Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves * System in place for the disposable of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection * System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use * System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use | Yes | L  Requires Monitoring | Board of Management Principal  Staff |

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| Identified Risks to:  Staff | Risk Rating:  High  Medium  Low | Office and Administration Areas | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | * 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 to 2 people as a necessary control measure to protect health and safety. | Yes  Yes | L | Board of Management Principal  Staff |

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| Identified Risks to:  Staff | Risk Rating:  High  Medium  Low | Use of PPE | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
|  | H | The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.  Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.  PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.  PPE will be required to be worn within the school facility according to current occupational and public health guidance, where social distancing of 1metre is not possible.  Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:[**https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html**](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)  Face masks will be provided to all staff and are available for use.  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.  \*Face coverings are not recommended to be worn by children under 13 years. | Yes  Yes  Yes  Yes  Yes | L | Board of Management Principal  Staff |

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| Identified Risks to:  Staff | Risk Rating:  High  Medium  Low | Handling Books and other Resources during Covid-19 | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:   * Maintain physical distancing (currently 2 metres) * Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school * Follow the agreed school protocols if you are displaying symptoms of Covid-19 * Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school * Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year * Hands should be washed in line with relevant guidance | Yes | L | Board of Management Principal  Staff |

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| Identified Risks to:  All staff  Pupils  Visitors  Contractors  Public | Risk Rating:  High  Medium  Low | Dealing with a suspected case of Covid-19 | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | **The Board of Management will*:***   * Appoint an appropriate person for dealing with suspected cases. * Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers   **If a person displays symptoms of Covid-19 the following procedure is to be implemented**:   * Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. * Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. * Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.   Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home, until a parent/guardian takes charge of the pupil. 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. | Yes  Yes  Yes | L  Requires Monitoring | Board of Management Principal  Staff  Visitors |

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| Identified Risks to:  All staff  Pupils  Visitors  Contractors  Public | Risk Rating:  High  Medium  Low | Covid-19 Cleaning | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | All cleaning will be undertaken in line with DES and public health guidance.     * It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people * The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours * For cleaning purposes, wear a face mask, disposable or washing up gloves.  These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished. * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets and door handles * If an area has been heavily contaminated, such as with visible bodily fluids,  from a person with suspected coronavirus (Covid-19,) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron. * Wash hands regularly with soap and water for 20 seconds 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 | Yes | L  Requires Monitoring | Board of Management Principal  Staff  Visitors |

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| Identified Risks to:  Staff especially cleaning staff  Pupils  Visitors | Risk Rating:  High  Medium  Low | Cleaning a space with a suspected/confirmed case of Covid-19 | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | All cleaning will be undertaken in line with DES and public health guidance.  Use disposable cloths or paper roll and disposable mob heads to clean all hard  surfaces, floors, chairs, door handles and sanitary fittings, using an approved and  recognised detergent and disinfectant in line with the manufacturer’s instructions for  dilution, application and contact times  Disinfectants used should be  effective against viruses.  **Additionally:**  Avoid creating splashes and spray when cleaning.    Any cloths and mop heads used must be disposed of and should be put into waste bags as  outlined below.  When items cannot be cleaned using detergents or laundered (upholstered furniture or  mattresses for example) steam cleaning should be used  Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned  by washing should be disposed of  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  **Laundry**   * 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  **Waste Management**   * Waste should be put in a plastic rubbish bag and tied when full * The plastic bag should then be placed in a second bin bag and tied * It should be put in a suitable and secure place and marked for storage until the   individual’s test results are known   * All waste should be stored safely and kept away from children. 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 | Yes  Yes  Yes | L  Requires Monitoring | Board of Management Principal  Staff  Cleaning Staff |

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| Identified Risks to:  Staff | Risk Rating:  High  Medium  Low | Travel to and from work | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | 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. | Yes  Yes | L | Board of Management Principal  Staff |

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| Identified Risks to:  Staff  Pupils  Parents/guardians  Bus and taxi drivers  Wider Community | Risk Rating:  High  Medium  Low | Dropping off and picking up pupils | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | 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.  Parents/guardians will be encouraged to wait in the car outside of the school  Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying SNA/Bus Escort along with available SNA will accompany the child/children directly to their classroom | Yes  Yes  Yes | L | Board of Management Principal  Staff  Bus and Taxi Drivers |

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| Identified Risks to:  Staff  Pupils  Wider Community  Drivers | Risk Rating:  High  Medium  Low | Management of Deliveries and Supplies to Schools | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | * 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. * All visitors must complete the “Contact Tracing Log”   . | Yes | L | Board of Management Principal  Staff  Delivery Personnel |

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| Identified Risks to:  Staff  Pupils  Parents  Wider Community  Drivers | Risk Rating:  High  Medium  Low | Restricting visitors to the School | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | Visits to the school will be severely restricted and visitors will be asked to:   * Make a prior appointment before visiting the school * Remain at home if they have any Covid-19 symptoms * Follow the agreed Covid-19 protocols for the school * Sanitise before entering the premises * Attendance to be recorded on entry to building * Must wear PPE * Adhere to social distancing requirements * Not to loiter – complete their business and leave premises * All visitors must complete the “Contact Tracing Log”   . | Yes | L | Board of Management Principal  Staff  Delivery Personnel |

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| Identified Risks to:  Staff  Pupils  Parents  Wider Community  Drivers | Risk Rating:  High  Medium  Low | Prepare for Remote Learning in the event of a closure | | Risk Rating after controls | Action Implementation |
| Controls | Is this control in place? |
| Spread of Covid-19 virus | H | All teaching staff have been trained in the use of online teaching methods.  In the event of a school closure, the children will bring home all of their school books. . | Yes | L | Board of Management Principal  Staff  Delivery Personnel |

COVID-19 Response Plan for the safe and sustainable operation of primary and special schools V4 August 2021

**Risk Assessment**  (revised on 28/06/21)

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| Hazards | Is the hazard present ? Y/N | What is the risk? | Risk rating Controls  H=High  M=Medium (When all controls are in place risk  L=Low will be reduced) | | Is this Action/to do list/outstanding Person  control controls responsibl in e  \*Risk rating applies to  place? outstanding controls outlined in  this column | | | Signature and date when  action completed |
| COVID-19 | Y | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice | Yes | *Examples of Actions*    Follow public health guidance from HSE re hygiene and  respiratory etiquette    Complete School COVID-19  Policy Statement    Return to Work Forms received and reviewed    Induction Training provided    Contact log in place    Complete checklists as required:  School Management    How to deal with a suspected case | Name of  staff  member  BOM/ All School staff  BOM  All Staff  All Staff  BOM/ Principal  BOM/ Principal/ Lead Worker Representative  BOM/ All Staff |  |
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COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines infection prevention control measures required to deal with this risk)

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

**Timetable for Review:** The policy will be reviewed in 2022 or earlier if circumstances warrant.

**Ratification and Communication:**

This reviewed policy was ratified by the Board of Management on 28/06/21 and is available to parents on request from the office or to view on the school website.

Ratified by B.O.M. on 28/06/21

Signed: Bernadette Clear

(Chairperson of the Board of Management)