

Updated Risk Assessments to minimise the potential risk of being exposed to Covid-19

Appendix 4

The process involved consultation with all school staff, prior to opening in September, during Sept to Christmas and prior to re-opening in February/March 2021/September 2021

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Newtown NS 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 St. Projects in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A hazard is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A risk is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

$$\text{Severity} \times \text{Probability} = \text{Risk Rating}$$

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
6-10	Medium 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	Trivial or Negligible 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.

Covid- 19 Policy Statement

Newtown NS is committed to providing a safe and healthy workplace for all our staff and students. To ensure that, the Board of Management have developed a Covid-19 Response Plan and updated the Safety Statement for the school. All staff and pupils are responsible for the implementation of the response plan and a combined effort will help contain the spread of the virus. The Board of Management will:

- continue to monitor our Covid-19 response and amend this plan in consultation with our staff, pupils and parents/guardians
- provide up to date information to our staff, pupils and parents/guardians on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with guidance of the Department of Education and Skills
- keep a log of contact of staff and pupil engagement to help with contact tracing
- ensure staff and pupils engage with the online induction/familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of Covid-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of Covid-19 during school time in line with the procedures provided by the Department of Education and Skills
- implement cleaning in line with government advice and agreed checklists

All staff, pupils and parents/guardians will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

Signed: *Gerry Boyle* Date: *8.10.21*
Chairperson, Board of Management

Signed: *Bridie O'Sullivan* Date: *8th September 2021* *11th October 2021*
Principal

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	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"> • 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 and electronic message boards 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 ✓ Complete the Return to Work Form 	Negligible	Board of Management Principal Staff

Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)		1=trivial, 2=slight, 3=moderate, 4=maior, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: September 2020 UPDATED: 10 th Feb 2021 Updated: Sept.2021		Assessor's Name: Myles Byrne				
Who may be affected?		Identified Risks		Hygiene Controls		
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus	The BoM will encourage all staff can wash their hands regularly. Hot water and appropriate sanitisiers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:		Risk Rating with controls		Board of Management Principal Staff Visitors
	Persons currently deemed most at risk of complications if they catch the coronavirus are:	✓ Wash their hands properly and often. Hands should be washed:				
	• 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	✓ before and after eating and preparing food				
	Known effects of the coronavirus: • 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	✓ after coughing or sneezing				
		✓ after using the toilet				
		✓ where hands are dirty				
		✓ before and after wearing gloves				
		✓ before and after being on public transport				
		✓ before leaving home				
		✓ when arriving/leaving the school /other sites				
	✓ When entering and exiting vehicles					

	<ul style="list-style-type: none"> ✓ after touching potentially contaminated surfaces ✓ if in contact with someone displaying any COVID-19 symptoms ✓ 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. 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 ✓ Loss or change of taste ✓ Loss of smell ✓ or feeling unwell <p>Any Staff Member displaying symptoms must follow current HSE, DES and NEFIT guidelines</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must follow current NEFIT/Hse and DES guidelines</p> <p>Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>		
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	

Who may be affected?	Identified Risks	Hygiene Controls	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"> • 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 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 	Requires monitoring	Board of Management Principal Staff Visitors

		<ul style="list-style-type: none"> ✓ Covid compliant work areas to be available where social distancing guidelines can be applied – staff room 3 sitting, 4 standing socially distancing., 2nd Pod Room 5. ✓ 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 		
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt an activity and review immediately		
Assessment Date: September, 2020 Updated: 10 th February 2021 Updated Sept 2021 Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation

All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus	Persons currently deemed most at risk of complications if they catch the coronavirus are: <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	Known effects of the coronavirus: <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	Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that: <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, lifts, kitchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur✓ The current Break time schedule is in place with 3 teachers in staff room and 4 teachers in Room 5, some may eat in classroom with windows open✓ 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✓ 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 face masks must be worn Requirements for personnel working within 2 metres of each other (where activity cannot be suspended): <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 (full face mask, etc) and public health advice –all staff supplied with face mask EN 14683 and small personal hand sanitizer	Requires monitoring	Serious	Board of Management Principal Staff Visitors
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	<p>✓ Prior to donning appropriate PPE, staff will thoroughly wash/sanitise their hands</p> <p>✓ Ventilation - windows open</p>		
Risk Level Calculation			
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	Risk Level Action	
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	1-5 Trivial risk 6-10 Medium risk 11-15 Severe risk 16-25 Emergency risk	Acceptable Requires monitoring Requires immediate further action and control Halt activity and review immediately
(c) Risk Rating = (a) X (b)			
Assessment Date: September, 2020 Updated 10 th February 2021 Updated :Sept 2021		Assessor's Name: Myles Byrne	

Who may be affected?		Identified Risks		Cleaning Controls		Risk Rating with controls		Action implementation	
Staff especially cleaning staff		Spread of Covid-19 virus		All cleaning will be undertaken in line with DES and public health guidance.		Board of Management Principal Staff			
		<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<p>✓ 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 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</p> <p>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</p> <p>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</p> <p>✓ 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</p> <p>✓ System in place for the disposal of cleaning cloths and used wipes in a rubbish bag, cleaning waste, tissues etc. from a person suspected of having Covid-19 should be put with household waste in a sealed bag.</p>		Requires monitoring			

		<p>✓ Disposable cleaning equipment including mop heads and non-disposable cloths have been purchased for dealing with Covid 19 isolation area or any other area considered during a Covid isolation time</p> <p>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</p>		
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: September, 2020 10 th February 2021 Updated Sept.2021				
Assessor's Name: Myles Byrne				

Who may be affected?	Identified Risks	Office and administration areas	Risk Rating with controls	Action implementation
		Controls		

Staff	Spread of Covid-19 virus	<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. • Use of Perspex screen guards in reception area for secretary • Ventilation: windows remain open • Masks worn • Sanitizing of any shared equipment 	Requires monitoring	Board of Management Principal Administration staff
	<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 			
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)				
Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
Assessment Date: September, 2020 UPDATED: 10 th February 2021Updated: Sept. 2021		Assessor's Name: Myles Byrne		

Who may be affected?

Identified Risks

Use of PPE

Controls

Risk Rating with controls

Action implementation

Staff	Spread of Covid-19 virus	The correct use of Personal Protective Equipment (PPE) such as face masks, visors or clear plastic barriers or Perspex screens etc. will be required in some circumstances to address identified risks of spread of the virus. Where PPE is required by staff, they will be provided with information in the proper use, cleaning, storage and disposal of PPE. (videos by HSE) PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is on display in the school. 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. All staff supplied with mask EN 14683 and small personal hand sanitizer	Requires monitoring	Board of Management Principal Staff
<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 				
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury</p> <p>(b) Likelihood of event</p> <p>(c) Risk Rating = (a) X (b)</p>	<p>1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>		<p>Risk Level Action</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>Assessment Date:</p>	<p>September, 2020 UPDATED: 10th February 2021</p>		<p>Assessor's Name:</p>	<p>Myles Byrne</p>

Who may be affected?

Identified Risks

Handling books and other resources during Covid-19

Controls

Risk Rating with controls

Action implementation

Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	Spread of Covid-19 virus	<p>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:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for use • Hands should be washed in line with relevant guidance • Library books are quarantined for 72 hours • Other frequently touched items eg toys, tablets, sports equipment etc are cleaned following use • Homework sent by email and returned work quarantined for 72 hours 	Requires monitoring	Board of Management Principal Staff
<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 				
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)</p>		<p>1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>	<p>Risk Level Action</p> <p>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</p>	
Assessment Date:	September, 2020	UPDATED : 10 th February 2021	Updated Sept 2021	Assessor's Name: Myles Byrne

Who may be affected?

Identified Risks

Using hand tools or equipment

Risk Rating with controls

Action implementation

Controls

All staff	Spread of Covid-19 virus		Requires monitoring	Board of Management Principal Staff
<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		<ul style="list-style-type: none"> ✓ 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 eg laminator, must be thoroughly cleaned and sanitised prior to use ✓ Photocopier: hands sanitised before and after use - sanitizing screen will damage it. 		
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)</p>	<p>1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>			<p>Risk Level Action</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>Assessment Date:</p>	<p>September, 2020 UPDATED; 10th February 2021 Updated Sept 2021</p>			<p>Assessor's Name: Myles Byrne</p>

Who may be affected?

Identified Risks

Dealing with a suspected case of Covid-19

Controls

Risk Rating with controls

Action implementation

Staff
Pupils
Visitors
Contractors

Spread of Covid-19 virus

Persons currently deemed most at risk of complications if they catch the coronavirus are:

- 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

Known effects of the coronavirus:

- 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

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. (corridor outside Principal's office) 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 (Areas: Office corridor, Secretary's office if available, back of Classroom or outside in yards)

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 and in the case of staff members 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

Requires monitoring

Board of Management
Principal
Staff

Risk Level Calculation

(a) Severity of risk/injury

1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality

Risk Level Action

1-5 Trivial risk Acceptable

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

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

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Who may be affected?		Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
Identified Risks	Controls				
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none">• 60 years of age and over• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer• pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none">• A fever (high temperature of 37.5 degrees Celsius or above)• A cough - this can be any kind of cough, not just a dry cough• Shortness of breath or breathing difficulties• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste• Death	<ul style="list-style-type: none">✓ 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.	Requires monitoring	Board of Management Principal Staff	

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

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

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Covid-19 cleaning Controls			
Who may be affected?	Identified Risks	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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable/ washing up gloves. These should be put into a sealed bag and straight into large bin outside school. ✓ 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 visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning 	<p>Board of Management Principal Cleaning staff</p> <p>Serious Requires monitoring</p>

		<p>✓ 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</p> <p>✓ 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</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> <table><tr><td>1-5</td><td>Trivial risk</td><td>Acceptable</td></tr><tr><td>6-10</td><td>Medium risk</td><td>Requires monitoring</td></tr><tr><td>11-15</td><td>Severe risk</td><td>Requires immediate further action and control</td></tr><tr><td>16-25</td><td>Emergency risk</td><td>Halt activity and review immediately</td></tr></table>			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
1-5	Trivial risk	Acceptable														
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16-25	Emergency risk	Halt activity and review immediately														
<p><u>Assessment Date:</u> September, 2020 <u>UPDATED:</u> 10th February 2021 Updated Sept 2021</p>		<p><u>Assessor's Name:</u> Myles Byrne</p>														

Who may be affected?

Identified Risks

Cleaning a space with a suspected/confirmed case of Covid-19

Controls

Risk Rating with controls

Action implementation

Staff Pupils Visitors	Spread of Covid-19 virus	All cleaning will be undertaken in line with DES and public health guidance.	Board of Management Principal Cleaning staff
	<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none">• 60 years of age and over• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer• pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none">• A fever (high temperature of 37.5 degrees Celsius or above)• A cough - this can be any kind of cough, not just a dry cough• Shortness of breath or breathing difficulties• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste• Death	<p>Use disposable cloths or paper roll and disposable mop heads to clean 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</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>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.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture of mattress for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of Virus contamination will have decreased substantially, and cleaning can take place as normal</p>	<p>Serious</p> <p>Requires monitoring</p>
<p>Risk Level Calculation</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>Risk Level Action</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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<p>Who may be affected?</p> <p>Identified Risks</p>	<p>Cleaning a space with a suspected/confirmed case of Covid-19 (continued)</p>		
		<p>Risk Rating with controls</p>	<p>Action implementation</p>

Staff Pupils Visitors	Spread of Covid-19 virus	Laundry ✓ Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely 60°. 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 the Large bin outside. ✓ All waste should be stored safely and kept away from children.	Board of Management Principal Cleaning staff
Persons currently deemed most at risk of complications if they catch the coronavirus are: • 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 Known effects of the coronavirus: • 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			
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	
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Who may be affected?

Identified Risks

Travel to and from work

Controls

Risk Rating with controls

Action implementation

Staff	Spread of Covid-19 virus	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 sanitiser (at least 60% alcohol) and use it regularly throughout your journey.	All staff
	<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 		
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)</p>	<p>1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>	<p>Risk Level Action</p> <p>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</p>	
<p>Assessment Date: September, 2020 UPDATED 10TH February 2021 Updated Sept 2021</p> <p>Assessor's Name: Myles Byrne</p>			

Who may be affected?

Identified Risks

Dropping off and picking up of pupils

Controls

Risk Rating with controls

Action implementation

Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <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 Known effects of the coronavirus: <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	Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures. Pre-agreed staggered arrival times and dispersal times for all pupils Bus Children and Surnames A-D 9.10 and 2.50 (infants 1.50 pm) and remaining surnames 9.15 and 2.53pm ASD Pupils – 9.20, 1.50 and 2.50 pm 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 adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up.	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers
<u>Risk Level Calculation</u> (a) Severity of risk/injury (b) Likelihood of event (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	Assessor's Name: Myles Byrne		
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Who may be affected?

Identified Risks

Visitors to school

Controls

Risk Rating with controls

Action implementation

Staff Pupils Wider Community	Spread of Covid-19 virus	<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 ✓ Sign in on the Visitors log ✓ Fill in the Covid Visitor's Form ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear a face mask and further PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	Requires monitoring	Board of Management Principal
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury</p> <p>(b) Likelihood of event</p> <p>(c) Risk Rating = (a) X (b)</p>	<p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 			
		<p>Risk Level Action</p> <p>1-5 Trivial risk</p> <p>6-10 Medium risk</p> <p>11-15 Severe risk</p>	<p>Acceptable</p> <p>Requires monitoring</p> <p>Requires immediate further action and control</p>	

	16-25 Emergency risk	Halt activity and review immediately
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Who may be affected?			
Identified Risks		Management of deliveries and supplies to school	
		Controls	Risk Rating with controls
			Action implementation
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <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 Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • All drivers to remain in their vehicle and to ring the school on arrival, if possible • Ensure that all delivery transactions comply with physical distancing requirements • Agree a delivery protocol with suppliers, where possible • All deliveries to be planned with allocated times for collections and deliveries, where possible • 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
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately	
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