**St. Patrick’s NS Updated Risk Assessments**

**to minimise the risk of being exposed to Covid-19**

The process involved consultation with all school staff.

**Methodology used for hazard identification and control**

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in (Insert School Name) 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. Patrick’s NS in line with requirements of section 20 of the 2005 Act.

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

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

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

**Control measures:**

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

**Control measure principles:**

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

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

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

**Severity x Probability = Risk Rating**

**Severity**

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| **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**

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| **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**

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| **Numerical Value**Severity x Probability | **Descriptive risk rating** | **Interpretation** |
| 16 – 25 | **Emergency – Extremely serious**If an incident were to occur, it would be likelythat a permanent, debilitating injury or deathwould result | Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.  |
| 11 – 15  | **Severe and Serious**If an incident were to occur, it would be likelythat an injury requiring medical treatment wouldresult. | Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed. |
| 6 – 10  | **Medium** If an incident were to occur, there would besome chance that an injury requiring First Aidtreatment 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 littlelikelihood 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.

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|  **Who may be affected?** | **Identified Risks** | **Risk Communication, Education and Training** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| **Staff** | Spread of Covid-19 virusPersons 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 womenKnown 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 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, 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
 | Negligible | Board of Management PrincipalStaff |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |
| **Who may be affected?** | **Identified Risks** | **Hygiene**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staffPupilsVisitors ContractorsPublic  | Spread of Covid-19 virusPersons 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 womenKnown 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 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 theirmouth 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 incresed 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. Any Staff Member displaying symptoms must follow Government GuidelinesAny staff member living with someone who is self-isolating or waiting for a Covid-19 test must follow Government 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 | Requires monitoring  | Board of Management PrincipalStaff Visitors  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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| **Who may be affected?** | **Identified Risks** | **Hygiene**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staffPupilsVisitors ContractorsPublic  | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 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 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
* 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 guidelines can be applied
* 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 | Requires monitoring | Board of Management PrincipalStaffVisitors |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |
| **Who may be affected?** | **Identified Risks** | **Social Distancing**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staffPupils Visitors ContractorsPublic | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 | 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 (minimum 1 metres apart) for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur
* Break times 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 in larger rooms/ 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** 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
* An exclusion zone for <2m work will be set up pre task commencement
* Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly
 | Requires monitoring Serious  | Board of Management PrincipalStaff Visitors |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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| **Who may be affected?** | **Identified Risks** | **Cleaning**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff especially cleaning staff | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 | 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 advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed
* Cleaning staff will be trained in the new cleaning arrangements for the school
* Sufficient cleaning materials and PPE will be available to allow for increased cleaning
* Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves
* System in place for the disposable of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection
* System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use
* System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use
 | Requires monitoring | Board of Management PrincipalStaff  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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| **Who may be affected?** | **Identified Risks** | **Office and administration areas** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 | * 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.

  | Requires monitoring | Board of Management PrincipalAdministration 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2020 | Assessor’s Name:  |

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| **Who may be affected?** | **Identified Risks** | **Use of PPE**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 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. 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 coverings will be provided to all staff and are available for optional 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. | Requires monitoring | Board of Management PrincipalStaff |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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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)  | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 has to prepare for the use of school books (book rental scheme) and other resource materials (including IT equipment) during the new school year. The following guidelines are recommended for staff when handling books or other resources: * Maintain physical distancing (minimum 1 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 will be wiped clean.
* Hands should be washed in line with relevant guidance
 | Requires monitoring | Board of Management PrincipalStaff  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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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** |
| StaffPupilsVisitorsContractors | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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. 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. 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
 | Requires monitoring  | Board of ManagementPrincipalStaff  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
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| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19 (continued)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| StaffPupilsVisitorsContractors | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 | * 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 PrincipalStaff  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August 2021 | Assessor’s Name:  |
| **Who may be affected?** | **Identified Risks** | **Covid-19 cleaning**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| StaffPupilsVisitors | Spread of Covid-19 virusPersons 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 womenKnown 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 | 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 wil reduce the risk of passing the infection on to other people
* The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
* For cleaning purposes, wear a face mask, disposable or washing up gloves.  These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged,
* Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles
* If an area has been heavily contaminated, such as with visible bodily fluids,  from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron
* Wash hands regularly with soap and water for 20 seconds  and after removing gloves, aprons and other protection used while cleaning
* Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal
* 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
 | Serious Requires monitoring | Board of ManagementPrincipal Cleaning 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |
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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** |
| StaffPupilsVisitors | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus 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 | 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, aplication and contact timesDisinfectants 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, steam cleaning should be usedAny 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 viruscontamination will have decreased substantially, and cleaning can take place as normal  | Serious Requires monitoring | Board of ManagementPrincipalCleaning 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |
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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19 (continued)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| StaffPupilsVisitors | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus 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 | **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 | SeriousRequires monitoring | Board of ManagementPrincipalCleaning 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |

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| **Who may be affected?** | **Identified Risks** | **Travel to and from work** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus 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 |  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 santiser (at least 60% alcohol) and use it regularly throughout your journey. | Requires monitoring | All 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2020 | Assessor’s Name:  |

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| **Who may be affected?** | **Identified Risks** | **Dropping off and picking up of pupils**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff Pupils Parents/guardiansBus driversWider Community  | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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•DeathPupils not lining upPupils interacting with other pupilsParents latePupils not queueing to hang up coats Pupils not hand sanitisingPupils not sitting in their own seats on entry | 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. (See Traffic Management Plan).The Board of Management will provide a designated drop off/awaiting area for the School Bus, which supports social distancing measures. Parents/guardians will be encouraged to wait in their car in the carpark Prior to entering a classroom the children will hang up their coats (junior/senior infants) in the corridor area outside their classrooms.Pupils 1st-4th Class will queue to hang coats at the entrance of their classroomPupil 5th -6th Class will place their coats on the back of their chairs | Requires monitoring  | Board of ManagementPrincipalStaff ParentsBus driver |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: June, 2020 | Assessor’s Name:  |
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| **Who may be affected?** | **Identified Risks** | **Break Time and Lunch Time**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff Pupils  | Spread of Covid-19 virus***Playground**** Pupils not staying in their own groups.
* Shortage of space/
* Social distancing
* Pupils not lining up correctly.
* Going out /coming back in
* Children –asthma
* Accidents

***Staff Room**** Size of staffroom
* Social distancing not being maintained
* Sharing cutlery
* Queueing for microwave/dishwasher/

water | ***Playground***The playground/football pitch will be separated into 4 different zones, one for each classroom group.* Traffic bollards will be used to divide the pitch into two playing areas one for 3rd & 4th class and the second for 5th & 6th class
* The back basketball area will be used by the infants
* The back soccer area will be used by 1st & 2nd class
* Each class will have their own designated exit and entry point onto the yard, and will sanitize their hands upon exit and entry.
* Classes will exit their classrooms on a staggered basis to avoid classes intermingling.
* Each class will remain in their zone when the bell rings at the end of the break and await instruction from the teacher on the yard to assemble in their line to enter the school building.
* Pupils will stand on their 1m apart marked spaces when lining up to return to class.
* Children who need inhalers to bring them out with them
* SNA brings in a child who is seriously injured.

***Staff Room**** The existing staffroom is deemed too small to allow for adequate social distancing so the STEAM room will become a temporary staff room.
* The staffroom layout will be reconfigured to maximise usage while maintaining required social distancing.
* Teachers will sit at their own table at least 1 meter apart
* Staff to use their own utensils as much as possible. Bring into school and bring home.
* Maximum numbers in the staffroom  -currently 6 people
* Use of flasks/Travel mugs encouraged. People bring in their own flasks/mugs.
* Staff to ensure that their own area has been cleaned up after use.
* Staff to maintain social distancing while using the microwave/hot water.
* Staff to sanitise before and after using any items
 | Requires monitoring  | Board of ManagementPrincipalStaff  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |

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| **Who may be affected?** | **Identified Risks** | **Visitors to school**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| StaffPupils Wider Community  | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus 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 ensure the safety and wellbeing of all visitors to the school premises.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 in the Contact Tracing Log
* Wear PPE if instructed
* Adhere to social distancing requirements
* Not to loiter – complete their business and leave premises
 | Requires monitoring | Board of ManagementPrincipal |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August 2021 | Assessor’s Name:  |

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| **Who may be affected?** | **Identified Risks** | **Management of deliveries and supplies to school**  | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| StaffPupils DriversWider Community | Spread of Covid-19 virusPersons currently deemed most at risk of complications if they catch the coronavirus are: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 | * 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 | Board of ManagementPrincipalStaffDelivery personnel  |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |

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|  **Who may be affected?** | **Identified Risks** | **Online remote learning- specifically live Zoom Calls** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| **Staff**Staff, pupils Parents or other adults who are present in the home during live lessons would have access to images of the children while they are online. | Safeguarding issue of children being live on camera in a Zoom meeting.Safeguarding issue of teachers presenting live from their homes on personal equipmentPupils or staff may have personal data shared or exposed. | * Training delivered to staff and pupils on the safe use of Zoom.
* Meeting with DLP to discuss risks involved and how they can be minimised.
* Pupils to be ejected from meeting immediately if safeguarding issues arise and DLP/Deputy DLP informed then normal school procedures followed
* Safety procedures in place in school to prepare children for working online.
* Staff always have due regard for the school’s Child Safeguarding Statement whilst carrying out live/ prerecorded online lessons.
* Staff, pupils and parents consistently adhere to guidelines/rules for remote teaching and learning as outlined in the Acceptable Use Policy.
* Pupils are reminded not to respond to contact requests from people they do not know when using systems for live lessons
* Pupils are made aware of the reporting lines, should they see or hear anything inappropriate during live lessons
* Staff are reminded of their safeguarding obligations and report any incidents or potential concerns in line with the school’s Child Safeguarding Statement.
* Staff know how to ensure that personal internet tabs/e-mails/information is not displayed during lessons on their computers.
* Staff have due regard for the school’s Data Protection Policy at all times when conducting live online lessons.
* The school communicates to parents the details of how to access the live online lesson and any additional information regarding online learning to parents.
 | Negligible | Board of Management PrincipalStaff |
| 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 Action1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring11-15 Severe risk Requires immediate further action and control16-25 Emergency risk Halt activity and review immediately |
| Assessment Date: August, 2021 | Assessor’s Name:  |