

Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Induction Training completed Contact log of in place in hall Complete checklists Follow DE ventilation guide	Diane Cosgrove Deborah Tyrrell Lisa Doherty Lorraine Garvin	August 2020 reviewed 03/12/2020 reviewed 01/03/21

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Covid-19	N	Illness	M	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> After coughing or sneezing Before and after eating or preparing food Before and after using protective gloves When arriving and leaving the school grounds After toilet use Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. Put used tissues into a bin and wash their hands Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> Fever (temperature of 38 degrees or above) Cough Shortness of breath Breathing difficulties 	Yes	<p>Blog is updated with health guidance link from HSE re hygiene and respiratory etiquette</p> <p>Induction Training provided</p> <p>Contact log in place</p> <p>Posters displayed</p>	All staff	ongoing

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Covid-19	N	Illness	M	<p>Any Staff Member displaying symptoms must self-isolate and follow HSE guidelines. (phone GP for advice)</p> <p>If staff live with a person referred for a test for Covid 19 and the test is positive, they are a close contact and should restrict movements.</p> <p>If the virus is non detected in the test, staff no longer need to restrict their movements.</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>	Yes	<p>Blog updated with public health guidance from HSE link re hygiene and respiratory etiquette</p> <p>Return to Work Forms</p> <p>Induction Training provided</p> <p>Contact log in place</p>	<p>Name of all staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<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 facility (buildings and grounds). • Appropriate social distancing markings are in place • Glanassured treatment prior to pupil return • Necessary PPE is available to staff • Standard cleaning and maintenance regimes are put in place and detailed records retained (checklists) • All drinking water facilities will be shut down • Equipment sharing is minimised. Staff are encouraged not to share equipment. where sharing takes place eg Ipads, they will be cleaned with a disinfectant wipe before passing over. • 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 - stored in classroom under lock and key) • Covid compliant work areas to be available where social distancing guidelines can be applied • There is staggered use of entry and exit points by staff and children, in morning and evening. • Lined 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 at the end of each day (and if necessary throughout day) • Staff use gloves when removing rubbish bags or handling and disposing of any Rubbish and they wash hands with soap and water for at least 20 seconds afterwards 	Yes	<p>Complete School COVID-19 Policy Statement</p> <p>Induction Training provided</p> <p>Contact log in place</p> <p>Complete checklists as required: cleaners</p> <p>Cleaning equipment in school. PPE provided to all staff Lockers in classrooms</p>	<p>Name of all staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	H	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> all persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school physical spacing (1 metre apart currently) for work stations for children from 3rd class up. Staff to maintain a distance of 2 M where possible. Yard for Break times will be Zoned and school supervision procedures must be strictly adhered to Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) Appropriate social distancing arrangements will be in place throughout the facility 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 System in place to allow for class teachers to leave room to have lunch at arranged times. Supervising teacher will remain at class door. <p>Where 1 metre distance cannot be maintained or where furniture proves more of a hazard children from 3rd up may be placed in a pod which will be 1 M from next pod.</p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> The close contact work cannot be avoided PPE is present in line with the approved risk assessment (face mask etc) and public health advice Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement</p> <p>Physical distancing requirements in place.</p> <p>Individual desks ordered for children in 3rd class upwards.</p>	<p>Name of all staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	H	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean 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 washing of cleaning cloths at 60 degrees 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 Colour coded System in place so that each class has own set of cleaning tools such as mops, for use by cleaners. System in place where each cleaner is assigned a particular area of school to clean and remains in that area. 	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement</p> <p>Induction Training provided for cleaners</p> <p>Contact log in place</p>	<p>Name of all staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<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. (3) All school declaration and return to work forms for staff and students will be kept in Covid folder <ul style="list-style-type: none"> Signage present Excess furniture removed from staff room 	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Follow COVID-19 Policy Statement Return to Work Forms received and reviewed Contact log in place Display posters	All staff Led by LWR and DLWR (Lorraine and Deborah)

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Covid-19	N	Illness	M	<p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>PPE will not be required to be worn by children within the school facility according to current occupational and public health guidance.</p> <p>Medical Graded masks will be provided to and worn by all staff and changed when needed throughout the day.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement</p> <p>PPE available to all staff</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>The Board of Management will need to prepare for the return of school books (book rental scheme) and other resource materials so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Where possible 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. • Books to be quarantined before re issuing to children • Follow the agreed school protocols if you are displaying symptoms of Covid-19 	Yes	<p>Follow public health guidance from HSE re hygiene.</p> <p>Follow COVID-19 Policy Statement</p> <p>Signage in place</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<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 as far as is reasonably practicable. -Individual folders. Cleaning material will be available so that all tools can be wiped down with disinfectant between each use -stored in filing cabinet in each classroom 	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Follow COVID-19 Policy Statement	All staff Led by LWR and DLWR (Lorraine and Deborah)

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Covid-19	N	Illness	M	<p>The Board of Management will:</p> <ul style="list-style-type: none"> Appoint an appropriate person for dealing with suspected cases.;class teacher Have a designated isolation area available within the school building. <p>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</p> <p>*see school plan</p> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <p>If it is a child, parents are called immediately.</p> <ul style="list-style-type: none"> Isolate the person and have a procedure in place to accompany the individual to the designated isolation area (Old PE room) 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 request parents in the interim to call 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 	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Induction Training provided</p> <p>How to deal with a suspected case</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<ul style="list-style-type: none"> 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. 	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Induction Training provided</p> <p>How to deal with a suspected case</p>	All staff Led by LWR and DLWR (Lorraine and Deborah)

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Covid-19	N	Illness	M	<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. 	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Follow COVID-19 Policy Statement Induction Training provided How to deal with a suspected case Isolation Room Checklist an evaluation carried out after incident	All staff Led by LWR and DLWR (Lorraine and Deborah)

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Covid-19	N	Illness	M	<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 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 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 after removing gloves, aprons and other protection used while cleaning Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Follow COVID-19 Policy Statement</p> <p>Induction Training provided</p> <p>Complete checklists as required for cleaning and colour coding system in place</p> <p>How to deal with a suspected case</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent 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.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by 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>	Yes	<p>Follow public health guidance from HSE re hygiene.</p> <p>Follow COVID-19 Policy Statement and plan</p> <p>Induction Training provided</p> <p>Complete checklists as required: cleaning</p> <p>How to deal with a suspected case</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>Laundry</p> <ul style="list-style-type: none"> Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air Clean and disinfect anything used for transporting laundry with your usual products in line with the cleaning guidance outlined above. <p>Waste Management</p> <ul style="list-style-type: none"> Waste should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied It should be put in a suitable and secure place and marked for storage until the individual's test results are known All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. 	Yes	<p>Follow public health guidance from HSE</p> <p>Follow COVID-19 Policy Statement</p> <p>Induction Training provided</p> <p>How to deal with a suspected case</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p>	Yes	<p>Follow public health guidance from HSE</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Return to Work Forms received and reviewed</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between parents/guardians and all school staff.</p> <ul style="list-style-type: none"> See school Covid plan <p>There are pre-agreed staggered arrival times for classes.</p> <p>Parents/guardians will be encouraged to wait in the car outside of the school with the exception of the Junior room parents who can walk to the gate.</p> <p>Where SEN pupils are dropped off A designated staff member (SNA) will come to the car to receive the pupil and will avoid or limit physical contact with the accompanying adult. A similar process should be followed for pick up.</p>	Yes	<p>Follow public health guidance from HSE</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Information sent to parents and displayed on school blog.</p> <p>Contact log in place</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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Covid-19	N	Illness	M	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> • Make a prior appointment before visiting the school • Remain at home if they have any Covid-19 symptoms • Follow the agreed Covid-19 protocols for the school • Sanitise before entering the premises • Attendance to be recorded on entry to building using contact log • Mask compulsory • Adhere to social distancing requirements • Not to loiter – complete their business and leave premises 	Yes	<p>Follow public health guidance from HSE</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Contact log in place</p> <p>PPE available</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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

Risk Assessment carried out by: _____

Date: / /

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible
Covid-19	N	Illness	M	<ul style="list-style-type: none"> Ensure that all delivery transactions comply with physical distancing requirements Agree a delivery protocol with suppliers – Lunches will be left inside double doors. All deliveries to be planned with allocated times for collections and deliveries Arrangements to be made for paperless deliveries where possible <p>Appropriate sanitising arrangements at set down areas (for materials and stock -front door)</p>	Yes	<p>Follow public health guidance from HSE</p> <p>Follow COVID-19 Policy Statement and school plan</p> <p>Contact log in place</p> <p>Sanitiser /wipes at location</p>	<p>All staff</p> <p>Led by LWR and DLWR (Lorraine and Deborah)</p>

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

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