

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 **Castlegar NS, School Road, Castlegar Galway** to address significant hazards and risks in the workplace, to assess 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.

Severity x Probability = 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
16 – 25	Emergency – Extremely serious If an incident were to occur, it would be likely that a permanent, debilitating injury or death would 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 likely that an injury requiring medical treatment would result.	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 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.

Who may be affected?	Identified Risks	<u>Risk Communication, Education and Training</u> Controls	Risk Rating with controls	Action implementation
Staff	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"> ✓ 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: <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 	Negligible	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)		<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		
Assessment Date: February 4th 2020		Assessor's Name: Caitriona McCormack		

Who may be affected?	Identified Risks	<u>Hygiene</u> 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 	<ul style="list-style-type: none"> ✓ 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: <ul style="list-style-type: none"> ○ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ▪ After coughing or sneezing ▪ Before and after eating or preparing food ▪ Before and after using protective gloves ▪ Before and after being on public transport ▪ When arriving and leaving the school campus ▪ After toilet use ○ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ○ Put used tissues into a bin and wash their hands ○ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces ✓ The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. ✓ No employees are permitted to attend work if they display any of the symptoms below: <ul style="list-style-type: none"> ○ Fever (temperature of 37.5 degrees or above) ○ Cough ○ Shortness of breath ○ Breathing difficulties ✓ Any Staff Member displaying symptoms must self-isolate, contact their GP and seek advice regarding testing. ✓ Any staff member who has tested negative must not return to work for 48 hours after symptoms are gone. ✓ Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days or until a test proves negative. ✓ Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor ✓ Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850 	Requires monitoring	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate , 4=major, 5=fatality		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable		

(b) Likelihood of event (c) Risk Rating = (a) X (b)	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10 Medium risk Requires monitoring 11- 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	<u>Hygiene</u> 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 	The Board of Management will ensure that: <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 ✓ Appropriate markings on floor provided to show correct routes around school building. ✓ Necessary PPE is available to all staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be monitored for use by staff. ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ Separate staff rooms for staff groups. All staff will be made aware of their assigned staff room. ✓ Separate toilet facilities for groups of staff. All staff will be made aware of their assigned bathroom. ✓ 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 Principal Staff Visitors

	<ul style="list-style-type: none"> • Death 			
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<u>Risk Level Calculation</u> (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)	<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
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Assessment Date: February 4th 2020	Assessor's Name: Caitriona McCormack
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Who may be affected?	Identified Risks	<u>Social Distancing</u> 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 	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, kitchen areas, canteens, corridors, where congregation or queuing of staff, or students or visitors might occur ✓ Separate staff rooms for staff groups. All staff will be made aware of their assigned staff room. ✓ Class bubbles will have designated entry and exit points to the school. ✓ Entry to the school grounds will only be granted at 8.50am. Each class bubble must wait in their designated play area until school begins at 8.50am. On wet mornings access to classrooms will be granted at 8.40am. ✓ Class bubbles will have separate play areas during 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 arrangements will be in place throughout the facility. ✓ Meetings of staff will take place in the GP room with 2m distancing or via Zoom, depending on current guidelines. ✓ 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 <p>Where 2 metre distance cannot be maintained</p>	Requires monitoring	Board of Management Principal Staff Visitors

<ul style="list-style-type: none"> Loss of sense of smell Loss of sense of taste or distortion of sense of taste Death 	<p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ Installation of physical barriers e.g. clear plastic visor ✓ 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 and doffing appropriate PPE, staff will wash/sanitise their hands thoroughly 	<p>Serious</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> <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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Who may be affected?	Identified Risks	<u>Cleaning</u> Controls	Risk Rating with controls	Action implementation
<p>Staff particularly cleaning staff</p>	<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>	<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 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 disposal of cleaning cloths and used wipes in a rubbish bag <p>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</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

	<ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste <p>Death</p>	<ul style="list-style-type: none"> ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use <ul style="list-style-type: none"> ○ All such equipment will be washed in the washing machine at 90 degrees each evening, and place into the dryer by a staff member each morning, ready for use that day. ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use 	
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<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> <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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Who may be affected?	Identified Risks	Teaching Controls	Risk Rating with controls	Action implementation
All staff and pupils	<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 <p>Death</p>	<ul style="list-style-type: none"> • Staff will restrict their movements to within their own bubble. • SET's will, in so far as is possible, only work with one bubble or two at the most. • Staff working with the senior end of the school must not interact with junior end bubbles and vice versa. Movements must be restricted to within their designated class bubbles. • New phone system to be installed, and used to make contact with a staff member in a different bubble. • All staff will be provided with surgical grade face masks and visors for use in school. • All staff must try to maintain a 2m distance from all others in the class bubble. Where this is not possible staff must use PPE (face mask/shield or both). • Children will not be permitted to circulate around the classroom, unless given permission by staff. 	Requires monitoring	Board of Management Principal Administration staff
<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> <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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Who may be affected?	Identified Risks	<u>Office and administration areas</u> Controls	Risk Rating with controls	Action implementation
Staff	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"> • Office capacity to be limited to 2, including school secretary, 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. • Phones installed in each classroom for ease of contact with all staff. • Photocopier to be placed in the well ventilated hallway outside office door easily accessible to all staff. • Gatherings at the photocopier is strongly discouraged. 	Requires monitoring	Board of Management Principal Administration staff
<u>Risk Level Calculation</u> (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)		<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		
<u>Assessment Date:</u> February 4th 2020		<u>Assessor's Name:</u> Caitriona McCormack		

Who may be affected?	Identified Risks	<u>Use of PPE</u> 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 	<ul style="list-style-type: none"> • The correct use of Personal Protective Equipment (PPE) such as face shields/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 notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. • PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. • PPE will be required to be worn by staff in situations where a 2m distance cannot be maintained and while moving throughout the building, in hallways etc. • 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 • Face masks and shields will be provided to all staff and are available for optional use also. • As per HPSC guidelines, surgical grade masks will be provided for all SNA's and SET's. • When SNAs are within 2m of a pupil and to whom they are delivering personal care or attention for a period of time the face covering should normally be a surgical mask. If or any reason use of a surgical mask or cloth face covering is not practical for any reason, they should use a visor of a quality suitable for use in a healthcare setting however HPSC advice is that a visor does not provide protection equivalent to a mask. • Mask and visors should be donned and doffed and disposed of as demonstrated in videos available at https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/. 	Requires monitoring	Board of Management Principal Staff

- Masks should be removed and disposed of if they are wet or damaged.
- Masks should be removed and disposed of if going on a break or visiting the toilet.
- Gloves and aprons should not be used routinely in the educational setting.
- If providing care that involves specific risk of exposure to blood or body fluids (oral fluids, faeces, urine) use of gloves and a disposable plastic apron is appropriate. These must be removed and disposed of safely and hand hygiene performed after caring for each individual. Note with respect to faeces and urine the risk of infection is related to other infectious organisms rather than COVID-19. 10. Hand hygiene should be performed before donning and after removing gloves.
- If providing care that involves a risk of splashing of body fluids a visor is required to protect the eyes from splashing even if already wearing a surgical mask.
- Used PPE is generally discarded directly into domestic waste.
- PPE used when attending to a person with suspected COVID-19 while waiting for collection can be placed in a separate plastic bag, which is then placed in domestic waste

*Face coverings are not recommended to be worn by children under 13 years.

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

Assessment Date: February 4th 2020

Assessor's Name: Caitriona McCormack

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the 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 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 rest 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. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance 	Requires monitoring	Board of Management Principal Staff
<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> <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>		
Assessment Date: February 4th 2020		Assessor's Name: Caitriona McCormack		

Who may be affected?	Identified Risks	<u>Using hand tools or equipment</u> Controls	Risk Rating with controls	Action implementation
All staff	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"> • Staff must wear the appropriate PPE for the nature of the work that they are undertaking • All tools and equipment must be properly sanitised to prevent cross contamination • Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable • Cleaning material will be available so that all tools can be wiped down with disinfectant between each use • All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (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)		<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		
<u>Assessment Date:</u> February 4th 2020		<u>Assessor's Name:</u> Caitriona McCormack		

Who may be affected?	Identified Risks	<u>Dealing with a suspected case of Covid-19</u> Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus 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 (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:</p> <ul style="list-style-type: none"> ✓ Encourage all staff to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting. ✓ Appoint appropriate persons 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 is easily accessible and as far as is reasonable and practicable, is accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so an additional isolation area is available. The designated area has the ability to isolate the person behind a closed door and away from other workers. ✓ Appoint a member of the school management team to oversee that all aspects of the protocols to deal with a suspected case have been adhered to. <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual (In the case of a child, the designated SET) 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 facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 	Requires monitoring	Board of Management Principal Staff
<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><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p>		

(c) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: February 4th 2020	Assessor's Name: Caitriona McCormack

Who may be affected?	Identified Risks	Covid-19 cleaning Controls	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 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 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

(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
<u>Assessment Date:</u> February 4th 2020	<u>Assessor's Name:</u> Caitriona McCormack

Who may be affected?	Identified Risks	<u>Travel to and from work</u> Controls	Risk Rating with controls	Action implementation
Staff	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"> ✓ 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
<u>Risk Level Calculation</u> (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)		<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		
Assessment Date: February 4th 2020		Assessor's Name: Caitriona McCormack		

Who may be affected?	Identified Risks	<u>Dropping off and picking up of pupils</u> Controls	Risk Rating with controls	Action implementation
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the 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 <p>Death</p>	<ul style="list-style-type: none"> ✓ Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. ✓ Parents/ guardians should wait in their car when dropping off their child, exceptions will be made for Junior Infants (for the first 2 days of school). ✓ A similar process should be followed for pick up. Classes will be escorted to their designated pick area. ✓ Parents waiting to collect their child should maintain 2m distancing at all times. ✓ 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. ✓ 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 bus escort will bring the child to and from the school. ✓ transport providers will be expected to comply with all relevant advice and guidance issued by the government and public health along with any other arrangements put in place. ✓ Surgical grade PPE (masks and visors) and personal hand sanitizer will be provided to all bus escorts. 	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers
<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> <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><u>Assessment Date:</u> February 4th 2020</p>		<p><u>Assessor's Name:</u> Caitriona McCormack</p>		

Who may be affected?	Identified Risks	<u>Visitors to school</u>		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the 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 endeavour to 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 ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 		Requires monitoring	Board of Management Principal
<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> <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><u>Assessment Date:</u> February 4th 2020</p>		<p><u>Assessor's Name:</u> Caitriona McCormack</p>			

Who may be affected?	Identified Risks	Management of deliveries and supplies to school		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Drivers Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the 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 <p>Death</p>	<ul style="list-style-type: none"> ✓ All drivers to remain in their vehicle and to follow instructions to set down area ✓ Ensure that all delivery transactions comply with physical distancing requirements ✓ All drivers will ring the office to give notice of delivery ✓ 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 Management Principal Staff Delivery personnel
<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> <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><u>Assessment Date:</u> February 4th 2020</p>		<p><u>Assessor's Name:</u> Caitriona McCormack</p>			

Declaration of Sight

I have read and understand the contents of this document.

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