

School COVID -19 Response Plan for the safe and sustainable reopening of Post-Primary Schools.(2021-2022)

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 Board of Management in Scoil Bhríde 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 Scoil Bhríde 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.



COVID-19 Policy Statement for Scoil Bhríde, Mercy Secondary School, 2021-2022

This policy is subject to amendment according to further guidelines issued to schools and/or as the school finds appropriate

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

- continue to monitor our Covid-19 response and amend this plan in consultation with our staff and students
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role as outlined
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with health guidance of the Department of Education and Skills
- keep a log of contact to help with contact tracing
- ensure staff and students engage with the online induction/familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of Covid-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of Covid-19 during school time in line with the procedures provided by the Department of Education and Skills
- implement cleaning in line with government advice and agreed checklists

All staff and students will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s).

Ms Siobhan Quinn

Date: 15th September 2021

Chairperson, Board of Management

Gearoid Leen

Date: 15th September 2021

Principal

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and regular communication to increase awareness of Covid-19 among staff and students ✓ 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 	Negligible	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>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
All staff Students Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Soap will be neutral and non-perfumed to minimise risk of skin damage. 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 ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ○ During school breaks ○ Before and after using equipment ○ Before and after using school phone ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Wear face coverings at all times in classrooms and on corridors and when distancing is less than 2 meters. ✓ Frequent washing of school uniform, particularly tops, during the school week ✓ Bringing a minimum of 2 clean masks to school each day and a ziplock bag for storage ✓ Put used masks and tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces ✓ Decluttering of surfaces so that only essentials remain <p>The Board of Management 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 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties ✓ Additionally, symptoms associated with the delta variant may include cold and 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

flu-like symptoms, fatigue, aches and pains, feeling sick, vomiting, diarrhea.

Any personnel displaying symptoms must self-isolate and follow HSE guidelines.

Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements and follow the latest HSE guidelines.

Any person 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**

Additional advice has been issued to staff relating to guidelines for people with significant vaccine protection. All staff have access to this information as per circular 0042/2021.

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: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene (continued)	Risk Rating with controls	Action implementation
		Controls		
All staff Students Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	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 ✓ Necessary PPE is available to 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 shut down ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ 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. Wash hands with soap and water for at least 20 seconds afterwards 	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 (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> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
All staff Students Visitors Contractors Public	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Physical distancing is a key control measure in reducing the spread of infection. 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 facility, use of welfare facilities and while working in the school ✓ physical spacing of 2 metres apart, where possible, for work stations and common spaces, such as entrances/exits, lifts, kitchen areas, canteens, stairs, where congregation of queuing of staff, or students of visitors might occur ✓ The school will be divided into year zones in order to minimise contact between large groups of students. When students need to cross zones for class or other reasons, stringent cleaning procedures will be implemented. ✓ shared spaces such as changing and lockers rooms will be locked, if possible. If this is not possible their use will be staggered between the different groups and the areas will be cleaned and disinfected between use ✓ Students will have assigned seating within their classrooms. <p>Break times will be staggered and school supervision procedures must be strictly adhered to</p> <p>Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</p> <p>Appropriate social distancing arrangements will be in place throughout the facility</p> <p>The need for physical meetings will be minimised. Zoom or Google Hangout may be used.</p> <p>There is currently a strict no handshaking/social contact policy in place within the school</p> <p>All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible and should wear face coverings in the building.</p> <p>Staff should maintain 2 meter distances from students in the classroom where possible.</p> <p><i>When 2 meter distancing is not possible, a distance of at least 1 meter should be maintained. Common sense should be applied to minimise risks.</i></p> <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 ✓ Use of physical barriers, masks, visors, screens ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice ✓ Appropriate markings will be used to indicate distance 	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management Principal Staff Visitors</p>

- ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly and comply with protocols
- ✓ CO2 monitors, supplied by the DES will be installed.
- ✓ Additional attention will be given to the ventilation of classrooms. Windows should remain partially open during class, fully open between classes and at breaktimes.

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: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning 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"> ✓ 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 ✓ Access to sanitizing wipes placed at suitable locations throughout the school. ✓ Home rooms and staff offices will be equipped with detergent, paper towels, gloves for cleaning purposes. 	Requires monitoring	Board of Management Principal Staff
<p><u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p>		<p><u>Risk Level Action</u> 1-5 Trivial risk Acceptable</p>		

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		6-10 Medium risk Requires monitoring			
(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: August, 2020		Assessor's Name:			
Who may be affected?	Identified Risks	Office and administration areas		Risk Rating with controls	
		Controls			
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"> • Office capacity to be limited to facilitate the maintenance of minimum 2 metre physical distancing between designated workstations and staff • When working within an office, staff should ensure that they only utilise workstations that ensure a minimum 2 metre physical distance from other persons. For this purpose, staff may, therefore, on occasion be required to utilise another workstation other than their own normal designated workstation. • The number of employees permitted to work within each office within the workplace at any particular time shall be limited as a necessary control measure to protect health and safety. • Face coverings should be worn, in the correct way, at all times • Staff should use the hatch at the secretary's office and should not enter the office without permission/agreement • Matters that need to be attended to that require privacy should be by arrangement with Principal and DP and a 2-meter distance should be maintained. Appropriate face coverings should be worn. • Offices should be included in the cleaning duties. • Staffroom will seat staff at a 2 meter distance. Staff are asked to stagger breaks where possible and to avoid having more than a maximum of 20 people present in the staffroom at any time. • Regular cleaning of staffroom and office areas will be implemented. • For planning and preparation purposes, staff will be allocated a desk and working space in a classroom with up to 4 other members of staff. A 2 meter distancing policy must be implemented. Staff are asked to be patient and helpful to each other in reminding colleagues of distancing and face covering protocols. • There will be access to adequate cleaning materials in all office and administration areas. • A set-down area will be marked outside the secretary's office for safe deliveries 		Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Administration staff</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>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The correct use of Personal Protective Equipment (PPE) such as face masks/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.</p> <p>It would be expected that, following a risk assessment of tasks, a limited number of employees will be required to use PPE for work activities.</p> <p>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.</p> <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>Full PPE will not be required to be worn within the school facility according to current occupational and public health guidance except when attending to a possible COVID case.</p> <p>Appropriate PPE should be used where intimate care or First Aid is necessary.</p> <p>PPE may be used where a staff member has a particular vulnerability. In a high risk category or living with a person in a high risk category.</p> <p>Face coverings must be worn by staff and students where it is not possible to maintain a distance of 2 meters</p> <p>https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks/visors will be provided to all staff who may not have brought their own to school.</p> <p>Gloves will be available for situations where their use is advised under HSE guidelines.</p> <p>Face coverings are not recommended to be worn by children under 12 years.</p>	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: August, 2020	Assessor's Name:

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 students for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain appropriate physical distancing • 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
<u>Risk Level Calculation</u>		<u>Risk Level Action</u>		
(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality		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 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date:	August, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All 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"> ✓ 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 ✓ Work practices are organised to eliminate or reduce transmission points and staff are trained in relation to the same ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use ✓ Staffroom equipment such as the burco, toaster etc., photocopier, keys and other shared items should be sanitized regularly. Staff are requested to sanitise their hands both before and after using such equipment. 	Requires monitoring	Board of Management Principal Staff

<p><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)</p>		<p><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</p>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff Students Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. This person could be the Covid supervisor ✓ Have designated isolation areas 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 designated area is room 3. It will be divided into 2 separate areas to allow for 2 suspected cases. The designated area has the ability to isolate the person behind a closed door and away from other workers <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 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. They should wear a face covering. 	Requires monitoring	Board of Management Principal Staff
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p>Risk Level Action</p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		

Assessment Date: June, 2020		Assessor's Name:			
Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Students Visitors Contractors	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"> ✓ 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. ✓ Contacts will be informed by the HSE contact tracing department. Staff and student confidentiality should be maintained at all times. ✓ 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. The room should be vacated and not entered again until it has been disinfected and dried. Following this it may be used again. In the interim, the teacher should accompany the class to the big gym and seat students in accordance with distancing guidelines. Students should be supervised at all times. The Principal should be immediately informed. ✓ Incidents will be recorded. ✓ An SNA will be appointed to wait with a student until they are collected. 		Requires monitoring	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring			

(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: August, 2020		Assessor's Name:			
Who may be affected?	Identified Risks	Covid-19 cleaning		Risk Rating with controls	Action implementation
		Controls			
Staff Students 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 	<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 then thrown away in the regular rubbish after cleaning is finished ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, 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 thoroughly 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</p> <p>Principal</p> <p>Cleaning staff</p>
Risk Level Calculation		Risk Level Action			

(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)		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: August, 2020		Assessor's Name:			
Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Students Visitors	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 	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 Disinfectants used should be checked to ensure that they are effective against enveloped viruses Additionally: Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered (upholstered furniture of mattresses for example) steam cleaning should be used Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal		Serious Requires monitoring	Board of Management Principal Cleaning 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> August, 2020		<u>Assessor's Name:</u>		

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		
Staff Students 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>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 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</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>		

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>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> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars etc.</p> <p>Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	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

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring

(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: August, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Dropping off and picking up of students	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Arrangements for dropping off and picking up students 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.</p> <p>Where students travel by public transport the Board of Management will provide a designated waiting area that supports social distancing measures. An indoor facility will be available in bad weather. It is expected that there will be pre-agreed staggered arrival times for school buses. Students are asked to arrive at school close to the opening time, after 8.45 am, and to vacate the premises at school closing time. They should not congregate in the school grounds before or after school.</p> <p>The DES advises that students walk or cycle to school where possible and safe.</p> <p>Parents/guardians should drop off students at safe place outside the school grounds when dropping them to school by car.</p> <p>Parents/guardians should wait in the car in a safe location, outside of the school gates when collecting a student after school.</p> <p>Where SEN students are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the student. A designated staff member will come to the car/bus to receive the student and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the student remain in the taxi/bus and do not interact with those accompanying other students. A similar process should be</p>	Requires monitoring	Board of Management Principal Staff

followed for pick up.

When a student has to leave school during the day for an appointment or otherwise, parents are requested to inform the school via the Compass App or alternatively, by phone, before 9.30 am. When the student is leaving the school, a parent should be waiting for them inside the school gate. The parent must call the office 093 24199, to say he/she is here to collect. Only then will the student be permitted to leave the building.

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: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		
Staff Students 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 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 ✓ Communicate by phone or Compass App or email. ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the facility ✓ 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 ✓ Deliveries to a dedicated set-down area ✓ Entrance to the school via the buzz system on the front door 	<p>Requires monitoring</p>	<p>Board of Management Principal</p>
<p><u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p>		<p><u>Risk Level Action</u> 1-5 Trivial risk Acceptable</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> August, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		
Staff Students Drivers 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 	<ul style="list-style-type: none"> ▪ 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 Management Principal
<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 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> August, 2020	<u>Assessor's Name:</u>

Roles

Health and Safety Officer: Gearóid Leen

Health and Safety staff Representatives and Team : Haze Hynes, Thomas Hynes, Katie Ward:

COVID officer for suspected cases: Catherine Murphy

Lead Worker Representative, Mary O'Shaughnessy