

## COVID-19 Risk Assessment Scoil Mochua



Hazard and Risk	<p style="text-align: center;"><b>Controls</b></p> <p><b>1. Communication, Education and Training</b> (When all controls are in place risk will be reduced)</p>	<p style="text-align: center;"><b>Risk rating</b> H = High M = Medium L = Low (with controls in place)</p>	<p style="text-align: center;"><b>Action Implementation by:</b></p>
<p>Covid-19 Illness</p>	<p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>✓ Ensure that all staff receive necessary training prior to returning to work</li> <li>✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul>	<p>Low</p>	<p>Board of Management Principal Staff</p>

Hazard and Risk	Controls 2. Hygiene (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> <li>○ After coughing or sneezing</li> <li>○ Before and after eating or preparing food</li> <li>○ Before and after using protective gloves</li> <li>○ Before and after being on public transport</li> <li>○ When arriving and leaving the school campus</li> <li>○ After toilet use</li> </ul> </li> <li>✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing.</li> <li>✓ Put used tissues into a bin and wash their hands</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces</li> </ul> <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul> <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days. 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 <a href="https://www2.hse.ie/">https://www2.hse.ie/</a> for regular updates or can contact HSELive for advice <b>1850 241850</b></p>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal Staff Visitors</p>

Hazard and Risk	Controls <b>3. Social Distancing</b> (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school</li> <li>✓ Break times will be staggered and school supervision procedures will be strictly adhered to</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility</li> <li>✓ Staff meetings will take place remotely or in small groups or in large spaces to facilitate physical distancing</li> <li>✓ Handshaking is not permitted in the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</li> </ul> <p>Where a 2 metre distance cannot be maintained, staff will wear face masks.</p>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal Staff Visitors</p>
Hazard and Risk	Controls <b>4. Cleaning</b> (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ Staff should thoroughly clean and disinfect their own work area before and after use each day.</li> <li>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</li> <li>✓ 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</li> <li>✓ System in place for the disposable of cleaning cloths and used wipes in a rubbish bag. Current HSE</li> </ul>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal Staff</p>

	<p>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> <ul style="list-style-type: none"> <li>✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use</li> <li>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</li> </ul>		
<b>Hazard and Risk</b>	<b>Controls</b>	<b>Risk rating</b> H = High M = Medium L = Low <b>(with controls in place)</b>	<b>Action Implementation by:</b>
	<b>5. Office and Administration Areas</b> (When all controls are in place risk will be reduced)		
Covid-19 Illness	<ul style="list-style-type: none"> <li>✓ The school office allows for physical distancing between designated workstations and a Perspex screen has been erected between workstations.</li> <li>✓ The number of employees permitted to work in the school office at any particular time shall be limited to 2 persons. If Principal or Deputy Principal require access to the office, they shall maintain physical distancing of 2 metres at all times.</li> </ul>	Medium  (Requires ongoing monitoring)	Board of Management Principal Administration staff Staff
<b>Hazard and Risk</b>	<b>Controls</b>	<b>Risk rating</b> H = High M = Medium L = Low <b>(with controls in place)</b>	<b>Action Implementation by:</b>
	<b>6. Use of PPE</b> (When all controls are in place risk will be reduced)		
Covid-19 Illness	<p>Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</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 <b>when required</b> e.g. for use by SNAs, cleaning staff and face coverings for teaching staff. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Visors / Face masks will be provided to all staff.</p>	Medium  (Requires ongoing monitoring)	Board of Management Principal All staff

	<p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>		
<b>Hazard and Risk</b>	<p style="text-align: center;"><b>Controls</b></p> <p><b>7. Dealing with a suspected case of COVID-19</b> (When all controls are in place risk will be reduced)</p>	<p><b>Risk rating</b> H = High M = Medium L = Low (with controls in place)</p>	<p><b>Action Implementation by:</b></p>
Covid-19 Illness	<p><b>The Board of Management has:</b></p> <ul style="list-style-type: none"> <li>✓ Appointed appropriate staff members for dealing with suspected cases.</li> <li>✓ Identified a designated isolation area within the school building. Additional isolation areas will be made available if required. The designated isolation area allows for the pupil/member of staff to isolate behind a closed door.</li> </ul> <p><b>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</b></p> <ul style="list-style-type: none"> <li>✓ Isolate the person and follow 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. If it is not possible to maintain a distance of 2m the staff member caring for a pupil should wear a face covering or mask.</li> <li>✓ Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.</li> <li>✓ Assess whether the individual who is displaying symptoms can immediately be brought home by parents/guardians who will call their doctor and continue self-isolation at home.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal Staff</p>

	<ul style="list-style-type: none"> <li>✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li> <li>✓ Arrange for appropriate cleaning of the isolation area and work areas involved.</li> </ul>		
<b>Hazard and Risk</b>	<b>Controls</b>	<b>Risk rating</b> H = High M = Medium L = Low <b>(with controls in place)</b>	<b>Action Implementation by:</b>
Covid-19 illness	<p><b>8. COVID-19 Cleaning</b> (When all controls are in place risk will be reduced)</p> <p><b>Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present</b> (All cleaning will be undertaken in line with DES and public health guidance)</p> <ul style="list-style-type: none"> <li>✓ The room will be cleaned as soon as is practicably possible</li> <li>✓ Once the room is vacated, the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry</li> <li>✓ For cleaning purposes, wear a face mask, household gloves and a plastic apron. These items along with any tissues etc. used by a suspected person of having COVID-19 should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished</li> <li>✓ Using disposable cleaning cloths and warm water, first clean hard surfaces and furniture with a household detergent followed by disinfection with a chlorine based product (household bleach). Pay particular attention to frequently touched areas and surfaces, such as the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids</li> <li>✓ If a pupil or staff diagnosed with COVID-19 spent time in a communal area, play area or if they used the toilet or bathroom facilities, then the areas will be cleaned with household detergent followed by a disinfectant (as above) as soon as is practically possible.</li> <li>✓ Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of</li> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</li> <li>✓ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use</li> </ul>	<p>High</p> <p>(Requires careful monitoring)</p>	<p>Board of Management</p> <p>Principal</p> <p>Deputy Principal</p> <p>Cleaning staff</p>

Hazard and Risk	Controls <b>9. Travel to and from Work</b> (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<ul style="list-style-type: none"> <li>✓ Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case <b>they should not travel to work.</b></li> <li>✓ Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. Where this is unavoidable, face masks should be worn.</li> <li>✓ If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars, etc.</li> <li>✓ Wear a face mask and carry hand sanitiser (at least 70% alcohol) and use it regularly throughout your journey.</li> </ul>	<p style="text-align: center;">Medium</p> <p>(Requires ongoing monitoring)</p>	<p style="text-align: center;">All staff</p>
Hazard and Risk	Controls <b>10. Dropping off and picking up pupils</b> (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>Aim of the arrangements below is to avoid congregation of people at the school gates where physical distancing may not be respected.</p> <ul style="list-style-type: none"> <li>✓ Arrangements for dropping off/collecting pupils will be in place to encourage physical distancing of 2m where possible.</li> <li>✓ Children are encouraged to walk or cycle to school as much as possible</li> <li>✓ Parents/guardians will be encouraged to wait for their child/children in the car or at an agreed meeting point <b>outside</b> of the school</li> <li>✓ Maintaining physical distancing of 2m between parents/guardians and between parents/guardians and school staff will be communicated regularly through email, letter and signage</li> <li>✓ Staggered drop off/pick up times will operate and all arrangements will be communicated clearly to parents</li> <li>✓ An extra access/egress point (onto High Green) has been made available to reduce congestion at the existing school access/egress point.</li> <li>✓ The path at the front of the school has been widened to mitigate the risk of congestion</li> </ul>	<p style="text-align: center;">Medium</p> <p>(Requires ongoing monitoring)</p>	<p style="text-align: center;">Board of Management Principal Staff</p>

Hazard and Risk	Controls 11. SEN pupils (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>In keeping with our Special Educational Needs Policy, SEN pupils will continue to be supported with both in-class and withdrawal models of support. It will be necessary for SET teachers to move between class bubbles but this will be limited as much as possible.</p> <ul style="list-style-type: none"> <li>✓ Where a support teacher is working alongside a class teacher in a classroom, both teachers must maintain social distance from one another and from the pupils as far as is practicable.</li> <li>✓ For withdrawal support, it will be necessary to mix bubbles but numbers will be kept very small i.e. 2→6 pupils. Withdrawal groups will remain consistent from day to day. Where children from Senior Infants to 6<sup>th</sup> receive support in a SET room, the following measures are in place to mitigate any risk: <ul style="list-style-type: none"> <li>○ Social distancing of 1 metre will be maintained between each child</li> <li>○ Each child will sanitise before entering and leaving the room</li> <li>○ The room will be well ventilated</li> <li>○ Parents of SEN pupils will be asked to be particularly vigilant in relation to COVID-19 symptoms and to refrain from sending their child to school if they display any symptoms</li> <li>○ The tables and chairs in SET rooms will be wiped clean in between different groups attending</li> <li>○ Equipment used will be cleaned between users</li> <li>○ SEN pupils will as far as is practicable be accompanied back to their classrooms by SETs</li> </ul> </li> </ul>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal Deputy Principal SETs Mainstream teachers</p>
Hazard and Risk	Controls 12. Visitors to the School (When all controls are in place risk will be reduced)	Risk rating H = High M = Medium L = Low (with controls in place)	Action Implementation by:
Covid-19 Illness	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises. Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> <li>✓ Make a prior appointment before visiting the school</li> <li>✓ Remain at home if they have any Covid-19 symptoms</li> <li>✓ Follow the agreed Covid-19 protocols for the school</li> <li>✓ Sanitise on entering the premises</li> <li>✓ Engage briefly with secretary through window hatch (fitted with Perspex)</li> <li>✓ Drop off forgotten items (books, lunch boxes) at a designated drop off point outside the school building</li> <li>✓ Record entry to building and fill in contact tracing log</li> <li>✓ Wear PPE if instructed</li> <li>✓ Adhere to social distancing requirements</li> </ul>	<p>Medium</p> <p>(Requires ongoing monitoring)</p>	<p>Board of Management Principal</p>



	✓ Not to delay – complete their business and leave premises		
<b>Hazard and Risk</b>	<b>Controls</b> <b>13. Management of deliveries and supplies to school</b> <b>(When all controls are in place risk will be reduced)</b>	<b>Risk rating</b> H = High M = Medium L = Low <b>(with controls in place)</b>	<b>Action Implementation by:</b>
Covid-19 Illness	<ul style="list-style-type: none"> <li>✓ Ensure that all delivery transactions comply with physical distancing requirements</li> <li>✓ Agree a delivery protocol with suppliers</li> <li>✓ Arrangements to be made for paperless deliveries where possible</li> <li>✓ System to be agreed with suppliers to ensure reconciliations are accurate</li> <li>✓ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points</li> </ul>	<p style="text-align: center;">Medium</p> <p>(Requires ongoing monitoring)</p>	<p style="text-align: center;">Board of Management Principal Staff School secretary Delivery personnel</p>

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm from Covid-19 that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on **25/08/2020**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:



Date: 25/08/2020

Chairperson, Board of Management

Signed:



Date: 25/08/2020

Principal