

**RETNS RISK ASSESSMENT on RETURN TO SCHOOL in light of COVID Pandemic**

**AUTUMN 2020**

**Updated March 2021**

**Updated August 2021**

This RISK ASSESSMENT considers planning and preparation, control measures introduced and induction needed to support a safe return to school for pupils, staff, parents/guardians, and others.

It should be read in conjunction with checklists (cleaning, dealing with a suspected case, management, Lead Worker Representative and maintaining physical distance), COVID REPSONSE PLAN, COVID POLICY DOCUMENT, HEALTH AND SAFETY POLICY and SCHOOL RISK ASSESSMENT.

This is a live document and will be updated as necessary

<b>Hazard</b>	<b>Risk Rating</b>	<b>Controls Measures</b>	<b>Responsible</b>	<b>Date Completed</b>
<b>Spread of COVID-19 within school, leading to illness and possible death</b>	<b>High</b>			
		<b><i>Planning and Systems</i></b>		
		System in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff, parents / guardians and children and plans and procedures adjusted in line with that advice	<b>Principal/BOM</b>	<b>August 2020</b>

		Prepared COVID-19 Response Plan (live document) – shared with staff and BOM Logistical Plan shared with Parents and guardians	<b>Principal and Deputy</b>	<b>August 2020</b> <b>Updated August 2021</b>
		System in place to provide staff, parents and children with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them – Weekly Update, assembly, staff memos, staff meetings	<b>Principal</b>	<b>August 2020</b>
		Displayed the <a href="#">COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19</a>	<b>ANAs</b>	<b>August 2020</b> <b>August 2021</b>
		<a href="#">COVID-19 contact log</a> in place to support HSE tracing efforts of visitors if required Staff attendance taken by Carol	<b>Carol</b>	<b>August 2020</b>
		Informed staff of measures implemented and provided a system for them to raise issues or concerns and have them responded to through Lead Worker Representatives	<b>Lead worker representatives: Brian and Clodagh</b>	<b>August 2020</b> <b>Reappointed August 2021</b>
		Updated emergency plans, if necessary to take account of the COVID-19 response plan Fire drills Critical Incident Management Plan	<b>Principal / Deputy Principal</b>	<b>To be updated August 2021</b>

<b>Hazard</b>	<b>Risk Rating</b>	<b>Control Measures</b> <b>Staff</b>	<b>Responsible</b>	<b>Date Completed</b>
<b>Spread of COVID-19 within school, leading to illness and possible death</b>	<b>High</b>			

		<a href="#">COVID-19 return-to-work form</a> completed and returned 3 days before staff returned to the workplace – form emailed	<b>Principal / secretary</b>	<b>Principal</b> <b>August 2020</b> <b>August 2021</b>
		Staff members who are at very high risk under the HSE guidance on people most at risk ( <a href="#">HSE guidance on people most at-risk</a> ) advised of the DES agreed arrangements for management of those staff	<b>Principal</b>	<b>August 2020</b> <b>Updated June 2021</b>
		Staff advised they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> Parents advised children must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> Symptoms shared in logistical plan	<b>Principal</b>	<b>August 2020</b> <b>August 2021</b>
		Staff and pupils told what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is (Accessible toilet)	<b>Principal</b> <b>Teachers</b>	<b>August 2020</b>
		Teachers and ANAs issued with medical grade face masks on request	<b>Secretary</b>	<b>March 2021</b>
Gathering in staffroom		Staff to sanitize / wash hands on arrival in staffroom. Physical distancing to be maintained in staffroom - limit of 6 at main table and 3 at second table All dishes /cutlery to be washed in dishwasher at 60 degrees. Windows to be kept open for ventilation Photocopier to be wiped down after use	<b>Brian and Maureen to monitor</b>  <b>All staff</b>	<b>Ongoing</b>
Staff meetings		Staff meetings to be held remotely, outdoors or in small groups (no more than six) Government guidance will be followed on size of indoor meetings	<b>All staff</b>	<b>Ongoing</b>

<b>Hazard</b>	<b>Risk Rating</b>	<b>Control Measures</b>	<b>Responsible</b>	<b>Date Completed</b>
<b>Spread of COVID-19 within school, leading to</b>	<b>High</b>	<b><i>Training and Induction</i></b>		

illness and possible death				
		Staff have watched the Department of Education's training materials – emphasis on hand hygiene and respiratory etiquette	All staff	28.08.20
		School induction updates to include any additional information relating to COVID-19 Whirlwind tour for new staff revised by Patricia  Whirlwind tour and COVID Response Plan will be distributed to all sub.s and new/returning staff	Carol	August 2020

Hazard	Risk Rating	Control Measures <i>Buildings / Equipment</i>	Responsible	Date Completed
Ventilation	High	Rooms and corridors will be ventilated as per updated DES guidelines (May 2021)	All staff	Ongoing
Legionnaire's Disease	High	Water system flushed at outlets following low usage to prevent Legionnaire's Disease	Dennis / Maurice	August 2020 August 2021
Injury from faulty or damaged equipment	High	Visually checked all equipment in the school for signs of deterioration or damage after COVID closure	Dennis and all staff	August 2020
Spread of COVID-19 within school, leading to illness and	High	Enhanced cleaning regime in operation. Maurice on site for a half an hour more every morning and one cleaner be on site from 12.00 every day. Full cleaning team will be on site in afternoon until 17.30	Maurice and AFM team	Ongoing

possible death				
		Staff provided with sanitisers and cleaning equipment for own work station – to be cleaned twice daily	All staff	Ongoing

Hazard	Risk Rating	Control Measures <i>Hand and Respiratory Hygiene</i>	Responsible	Date Completed
Spread of COVID-19 within school, leading to illness and possible death	High			
		Order supplies of hand sanitisers and other PPE equipment in line with Department guidance	Maeve for initial order Carol for subsequent orders Maureen to monitor supplies	Ongoing
		Hand washing/hand sanitising stations in place	Dennis	August 2020
		Staff and pupils have regular access to hand-washing/hand sanitising facilities	All staff	Ongoing
		Hand sanitisers easily available and accessible for all staff, pupils and visitors –in each classroom and at entry and exit points to school buildings	Dennis and Maureen	28.08.20
		Monitoring to ensure hand hygiene facilities are regularly checked and well-stocked	Maureen (ANA)	Ongoing
		Show pupils how to use hand sanitiser correctly and where hand-sanitising stations are located	All staff	To revise when children return – August 2021
		<a href="#">Displayed posters</a> on how and when to wash hands correctly in appropriate locations –	ANAs and Patricia	28.08.20 Checked August 2021

<b>Classrooms:</b> Poor ventilation in four classrooms Physical Distancing		Vents installed in four classrooms in extension Windows to be kept open in classrooms  Older children in bigger classrooms in extension Unnecessary furniture removed 3 <sup>rd</sup> – 6 <sup>th</sup> classes arranged in pods according to Department template - 1 m distance between pods Record kept of pod composition Infants to 2 <sup>nd</sup> – 1m distancing between tables but physical distancing not possible in infant rooms Teacher’s desk at least 1m and where possible 2m away from children’s tables Each staff member has own allocated workspace Staff to wear masks or visors if a distance of 2 metres cannot be maintained  System in place to regularly remind staff and pupils to maintain physical distancing – assemblies, staff memos	Maeve	August 2020 Ongoing
Books, toys and other equipment		Cleaning schedule produced by infant teachers and 1.30 Club staff Books will not be shared when possible. Risk deemed so small in Department advice that library can operate All children to have their own supply of stationery	Teachers	Ongoing

Hazard	Risk and Rating	Control Measures <i>Physical Distancing</i>	Responsible	Date completed
Spread of COVID-19	High			

within school, leading to illness and possible death				
Moving between classes		Classes structured into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible)	<b>Principal</b>	<b>August 2020</b>  <b>Ongoing</b>
		Taken steps to limit contact and sharing of common facilities between people in different Class Bubbles as much as possible - Each class bubble plays in its own area at break time - Shared equipment cleaned between use	<b>Teachers</b>	<b>Ongoing</b>
		Arranged to the greatest extent possible for teaching staff and ANAs to be consistently in the same class bubbles - ANA restricted to one room where possible - Each support teacher works with 2 classes only where possible - Perspex screens provided for support teachers - Furniture wiped down before groups from different classes	<b>All staff</b>	<b>Plan completed</b> <b>Ongoing implementation</b>
		Arranged that different class bubbles have separate areas at break times. Staggered break times, halving the number of children on the yard. One system for entering and exiting the school building from yard	<b>All staff</b>	<b>Plan completed</b> <b>Ongoing implementation</b>
Arrival and Departure		Staggered arrival and departure times Staff will be stationed in grounds and at gate to monitor arrivals/departures Parents/Guardians will not enter school building Four access points to school – main door, yard door, fire escape and front door	<b>Principal , ANAs and support team</b>	<b>Plan completed</b> <b>Ongoing implementation</b>
Additional risk: traffic accident		Four gates in use including vehicle gates Cones on vehicle gate Staff on site 15 minutes before children arrive	<b>Principal</b>	<b>Plan completed</b> <b>Ongoing implementation</b>

		Encourage walking, parking away from or cycling to school as much as possible		
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Hazard Spread of COVID-19 within school, leading to illness and possible death	Risk Rating	Control Measures	Responsible	Date completed
	High	<i>Visitors to school</i>		
		<ul style="list-style-type: none"> <li>Minimise the number of visitors e.g. contractors, maintenance during school hours</li> <li>Visitors make an appointment</li> <li>Postponed extracurricular activities</li> <li>Sign on main door on protocol for visitors (memo can be sent by email)</li> <li>Visits recorded using contact tracing log</li> </ul>	Carol	Ongoing

Hazard	Risk Rating	Control Measure	Responsible	Date Completed
Spread of COVID-19 within school, leading to illness and possible death	High	<i>Dealing with a suspected case of COVID-19</i>		
		Member of the school leadership team to be responsible for ensuring that all aspects of the protocol to deal with suspected cases of COVID-19 have been adhered to Isolation room has been identified – Accessible toilet Access and egress route planned	Principal	Ongoing



		Form stating staff member Covid Free required before return to school. Cleaning procedures for cleaning areas suspected of being contaminated will be followed.		
Administering first aid		Masks, gloves and plastic aprons to be worn for administering First Aid or providing intimate care	ANAs	Ongoing

Completed by Mary Griffin and Maeve Mc Carthy 31.08.20

Updated by Maeve Mc Carthy 26.02.21

Updated by Maeve Mc Carthy 27.08.21

Signed:

Date: