

Appendix 1 - St. Nicholas' National School - Risk Assessment to minimise the risk of being exposed to Covid-19

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 70 years of age and over • people who are deemed as being at very high risk (see 4.2 of DES Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools) <p>See Up-to-date known effects of Covid-19 on HSE website</p>	<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. This will be offered by the DES ✓ Provide posters and information to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school ✓ 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 (DES HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene 	Low	<p>Board of Management Principal Staff</p>

✓ Provide specific training in the proper use of PPE for staff, where required

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
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<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus See Up-to-date known effects of Covid-19 on HSE website</p>	<p>The BoM will ensure that all staff can wash their hands regularly. Warm water, soap and appropriate sanitisers (i.e. hand dispensers, etc.) will be available throughout the school.</p> <p>Staff and pupils 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 ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands <p>Staff should</p> <ul style="list-style-type: none"> ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. No employees are permitted to attend work if they display any of the symptoms of Covid-19 Any staff member or pupil displaying symptoms must not attend school, phone their doctor and follow HSE guidance on self-isolation Staff and pupils should not attend school if they have been identified by the HSE as a contact for a person with Covid-19 and follow HSE advice on restriction of movement. Staff and pupils who develop symptoms at school should bring this to the attention of the principal promptly. Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
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Who may be affected?	Identified Risks	<p style="text-align: center;">Hygiene</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout the school (buildings and grounds). ✓ Appropriate social distancing markings are in place where necessary ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned daily ✓ All drinking water facilities (outdoor water fountain) will be shut down ✓ Equipment sharing is minimised. Staff members are encouraged not to share equipment where possible. ✓ 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-19 compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of staff room/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 and they wash hands with soap and water for at least 20 seconds afterwards 	<p style="text-align: center;">Requires monitoring</p>	<p style="text-align: center;">Board of Management Principal Staff Visitors</p>

Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Mangement 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, use of welfare facilities and while working in the school ✓ physical spacing (one metre apart currently) for pods in the classrooms (3rd to 6th classes) and two metres between adults where possible. ✓ Break times will be staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school (buildings and grounds) ✓ Appropriate social distancing arrangements will be in place throughout the school ✓ Meetings of staff will take place either online or socially distanced with adults wearing facecoverings. ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible ✓ Arrangements for dropping off/collecting pupils will be arranged to encourage physical distancing where possible ✓ One way system – one way in and one way out will be developed for dropping off and collecting children <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ Installation of physical barriers e.g. clear plastic sneeze guards ✓ PPE is present in line with the approved risk assessment (face mask, gloves, etc) and public health advic 	Requires monitoring	Board of Management Principal Staff Visitors

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff especially cleaning staff	Spread of Covid-19 virus	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the 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 ✓ Cleaning staff will undertake training from DES 	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Office and staff room areas	Risk Rating with controls	Action implementation
		Controls		
Staff	Spread of Covid-19 virus	<ul style="list-style-type: none"> Physical distancing should be observed between staff members within the staff room. Staggered breaks will be employed. Staff meeting should be held remotely or in groups in large spaces to facilitate social distancing. Masks should be worn. No hand-shaking policy is in place. Minimize gathering of school staff at the beginning and end of the school day. 	Requires monitoring	Board of Management Principal staff

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	Spread of Covid-19 virus	<p>The correct use of 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. (DES training)</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>PPE will not be required to be worn generally within the school building according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as;</p> <ul style="list-style-type: none"> ✓ Assisting with intimate care needs ✓ where a suspected case of Covid-19 is identified while the school is in operation ✓ where a staff member is particularly vulnerable to infection but are not on the list of those categorized as people in very high risk groups or may be living with those who are in the very high category. <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available on their website</p> <p>Face masks and visors will be provided to all staff and are available for use. Staff may wish to supply their own personal face mask and should follow current advice for disposal or cleaning.</p> <p>Gloves - the use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings or in dealing with a suspected Covid-19 case.</p> <p>*Children under 13 years are not expected to wear face masks.</p>	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff (particularly teachers, SNAs, school secretaries)	Spread of Covid-19 virus	<p>The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for 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 physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school use. • Hands should be washed in line with relevant guidance 		Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Using equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	Spread of Covid-19 virus	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking if appropriate ✓ All equipment must be properly sanitised to prevent cross contamination ✓ Cleaning material will be available so that all equipment can be wiped down with disinfectant between each use 	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
<p>Staff Pupils Visitors Contractors</p>	<p>Spread of Covid-19 virus</p>	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school buildings. 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 possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers, if possible. <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 		<p>High</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		
		Controls	Risk Rating with controls	
Staff Pupils Visitors Contractors	Spread of Covid-19 virus	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 	Requires monitoring	Board of Management Principal Staff

Who may be affected?	Identified Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	Spread of Covid-19 virus	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged, ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 	Requires monitoring	Board of Management Principal Cleaning staff

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p>	<p>All cleaning will be undertaken in line with DES and public health guidance. See the DES guidelines</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture mattresses for example) steam cleaning should be used.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned washing should be disposed of</p> <p>If possible,keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal.</p> <p>If available use fogging machine</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

Who may be affected?	Identified Risks	<p style="text-align: center;">Cleaning a space with a suspected/confirmed case of Covid-19 (continued)</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p>	<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 style="text-align: center;">High Requires monitoring</p>	<p style="text-align: center;">Board of Management Principal Cleaning staff</p>

Who may be affected?	Identified Risks	Travel to and from work Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus	<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>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All staff

Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Parents/guardians Bus and taxi drivers Wider Community</p>	<p>Spread of Covid-19 virus</p>	<p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.</p> <p>Arrangements will be in place for where school buses will drop off and pick up.</p> <p>Parents/guardians will be encouraged to wait in the car outside of the school and not come onto school grounds.</p> <p>Drop Off and Collection Times Drop-off Children should be dropped off at the archway entrance in the morning. A member of school staff will be at the archway for the first few weeks and will assist the younger pupils to come to their classroom. Older pupils are familiar with this and usually come in by themselves anyway. The bus drivers will also drop off here.</p> <p>Collection For 2pm pick-up a member of staff will bring Junior and Senior Infant pupils out the side gate and around the side of the church to the waiting cars. Parents should wait for pupils to come to them. For 3pm pick-up pupils will be brought out the side gate and down to the porch entrance of the church by class teachers. They will be brought along to find their parents/ childminder or whoever picks up at the end of the day. Older pupils will be encouraged to find their car themselves. Those walking or cycling will be brought to the front wall where they can proceed out of the gate. There is a new path at the front of the building so it is safe to walk up to the village. Pupils are reminded not to walk up on the wall as it is dangerous. Pupils using the two school buses will leave 10 minutes earlier, at 2.50pm approximately . Two SETs will walk them out to the buses. The buses will be parked at the porch of the church. Parents are asked to reverse into parking spaces at the side of the church and at the cloisters. Parents are asked not to stop on the roundabout as this must be kept clear at all times. Parents are reminded not to drive down along the side of the church after 3pm as teachers and pupils will be walking along there. Parents are reminded to practice social distancing while waiting to collect children.</p>	<p>medium</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff Bus and taxi drivers</p>

Early Collection or Late Arrival

If parents need to collect their child early for an appointment they are asked to let the school know in advance. They should ring the school when they arrive and their child will be brought to the main door by the SNA assigned to that classroom. When the child can see his/her parent at the archway they will be sent out.

If a pupil arrives late he/she should ring the front door buzzer which sounds in the office and in Mrs B's classroom.

Jayne, the school secretary is in the office on Tuesday and Thursday until 1pm. At other times the phone rings in Mrs B's classroom.

Supervising Entrance and Exits

Two SNAs will cover the entrance at the archway in the mornings. Class teachers will supervise in their classrooms. SETs will be available if required and can be called on if there is a problem.

Pupils will be asked to sanitize hands at the front door before entry. For the first week one SET will supervise this.

Class teachers will be in their classrooms each morning at 8.50am to supervise the children arriving. This may have to be reviewed if buses arrive earlier.

This system will be reviewed at the end of September.

SETs will accompany pupils to the school buses. Class teachers will accompany their pupils to waiting areas after school.

We appreciate your co-operation in getting all students to school safely and home safely at their designated times. Parents/Guardians are requested not to congregate in groups or stand around chatting at drop off and collection times. Please leave promptly once your child is dropped off in the morning and collected at home time.

Allocated Doors: Entry and Exit Points

Class	Entry/Exit
Junior Infants, Senior Infants & 1 st class	Enter through main door in the morning. Enter and exit through the classroom exit door at all other times
2 nd 3 rd & 4 th classes	Enter through main door in the morning. Enter and exit through the classroom exit door at all other times
5 th & 6 th classes	Enter through main door in the morning. Enter and exit through the classroom exit door at all other times

Who may be affected?	Identified Risks	<p style="text-align: center;">Visitors to school</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils parents/guardians Wider Community</p>	<p>Spread of Covid-19 virus</p>	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	<p>Requires monitoring</p>	<p>Board of Management Principal</p>

Who may be affected?	Identified Risks	Management of deliveries and supplies to school Controls	Risk Rating with controls	Action implementation
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus	<ul style="list-style-type: none"> ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries where possible ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at delivery point ▪ Drivers to fill in contact tracing sheet I entering the building. 	Low Requires monitoring	Board of Management Principal Staff Delivery personnel

The risk assessment was ratified by the Board of Management on 24th August 2020

Signed: James Clarke

James Clarke - Chairperson of the Board of Management.

