



Covid 19 Risk Assessment

26th August 2020

Reviewed January 2021

Risk is measured at Low, Medium, High

| Hazards | Level | Risks | Control Measures | Personnel Responsibility |
|--------------------------------------|----------|---|--|--|
| Staff Morning Arrival Routine | H | All staff entering the building through double door entrance and using the door handles | Outside doors will be opened prior to staff arrival. Staff to sanitise hands at sanitisation unit on arrival and before entering interior double doors. | All Staff LWR/P |
| | | Staff arriving together or at the same time and not being able to social distance | Staff will wear face coverings and will social distance as much as possible while waiting to enter. | All staff |
| | | Staff gathering in staffroom to put their lunches away | Staff to store own lunches in classroom fridge. Coat hanger will be erected for all staff within their classrooms | All staff |
| | | Staff waiting for pupil's buses/cars | Staff to socially distance in Social Area/ own classroom until individual buses are called. | P/LWR Member Teachers/SNAs/ |
| | | Staff waiting in classroom | Ensure PPE, cleaning supply basket and pupils' resource boxes are prepared for the day. Administer classroom blinds. | Classroom Staff P/LWR member |
| | | Staff meeting during travelling to buses | Buses disembark one by one Teacher/SNA's to meet pupils at the bus/cars and handover with Bus Escorts. P/DP will call the buses. One way systems for travelling to and from buses for morning arrival and evening departure. Designated doors for use. Morning - (Fitzpatrick/Daly buses) – Staff exit via social area door, meet pupil and re-enter through double doors. | Bus Drivers/Bus Escorts/Teachers/SNAs Parents/students All staff |

| | | | | |
|-----------------------------------|----------|--|--|---|
| Morning Routine for Pupils | H | Pupils interacting with others – congestion or congregating on arrival | <p>Morning (Walsh buses) – Staff exit Main Reception door and re-enter via designated external class door)</p> <p>On visiting the secretary’s office, staff will knock and wait to be received to avoid cross-over in confined space</p> | LWR/P All school staff |
| | H | <p>Pupils entering the school in groups or all together.</p> <p>Pupils transported by parents/guardians/respice can cause build up of people in the main entrance and in close proximity</p> | <p>Buses will be called by P& DP. Students exit the bus individually, when invited by their own classroom staff member. Bus Escorts and Drivers will support this routine</p> <p>Students will remain in cars until greeted by their own classroom staff member. Student will be escorted to their classrooms using their designated Class Bubble door entrance.</p> <p>All visitors/parents/respice staff must contact the school to seek prior approval for visiting</p> | <p>Bus Drivers/Bus Escorts/Teachers/SNAs/Pupils</p> <p>P/LWR/Admin Teachers/SNAs/Pupils/Parents/Respice staff</p> |
| | | Students not hand sanitising | <p>All exterior doors will remain open until all buses have left the school grounds. Reduced use of using door handles. Where possible staff will open/close doors handles.</p> <p>Students will engage in morning routine of washing hands on arrival to classrooms and before going to work stations. Coat hangers will be erected for all pupils within their classrooms</p> | <p>P/LWR member</p> <p>Teachers/SNAs Students</p> |
| End of Day | | | | |

| | | | | |
|--|-----------------|--|--|---|
| <p>Routine for Pupils</p> | <p>H</p> | <p>Social distancing not be adhered by collection staff.</p> <p>Parents/guardians/respice staff not adhering to safe social distance. Late pick-ups or pick-ups arriving at the same time.</p> | <p>Pupils will receive additional lessons on new school routine eg Int. Whiteboard Presentation/Circle time or one-to one lesson Reminder signage, of correct sanitising and etiquette procedures displayed in each classroom and toileting facility throughout the school.</p> <p>Buses will park in designated areas. Pupils will exit their classrooms via designated doors. Pupils will be escorted by their own classroom staff with handover to Bus Escort at bus door and pupils will board buses in an individual order.</p> <p>Pupils will be called for by P/DP and escorted to their cars/respice transport individually by their own classroom staff members</p> | <p>Bus Drivers/Bus Escorts LWR/P</p> <p>Teachers/SNA</p> <p>Teachers/SNAs/P/DP/Parents/Respice Staff.</p> |
| <p>End of Day Routine for Staff</p> | <p>M</p> | <p>Class bubbles exiting the building together.</p> <p>Pupils' resources left out in classroom (visuals, library book, toys)</p> | <p>Buses will be called by Principal and Deputy Principal. One ways systems will be used. Evening exit involves pupils and staff exiting class bubble designated doors and staff to re-enter double doors (Fitzpatrick & Daly buses) and Main Reception door (Walsh buses)</p> <p>All classroom staff return to classroom, Prepare pupils' workstations for the next day Wipe down any resources/visuals/toys/ books and sterilise necessary materials</p> | <p>P/LWR/DP Teachers/SNAs/ Pupils</p> <p>P/DP</p> <p>Teachers/SNAs</p> |

| | | | | |
|------------------------------|----------|---|--|--|
| Breaktimes For staff | H | PPE & Cleaning basket supply assessment | PPE supplies and cleaning basket supplies to be replenished for the next day. Bulk bank of PPE and cleaning supplies purchased and available through in-house procedure. | All Staff LWR Teachers/SNAs/ P/DP/All Staff/LWR |
| | | End of day observations | Classroom staff debrief and make and relevant record for LWR | |
| | | Too many staff in staff room at any time. | Designated break morning and lunch-time breaks. Maximum of 8 people at any one time in the staffroom. Scheduled break times. Staff rota organised under consultation of individual classroom management. Change in time breaks for Staff Breaks must be logged in Staffroom Rota and identified to Principal. | |
| Break-time for pupils | H | Not sanitising on entry to staffroom | Sanitise before entering staffroom. Wash hands before and after eating. Staff to use own crockery and cutlery. Disposable hand towel dispenser displayed in staff room. Foot-pedal bin and bin liners stationed in the staffroom. Staffroom cleaning is responsibility of all staff throughout the day and will further attended to daily by cleaning company. Correct adherence to appropriate storage and disposal of masks and face coverings | All Staff/P Parents Teachers/SNAs |
| | | Pupils sharing of foods | Pupils will avail of pre-ordered lunches as usual any additional foods must be sent into school in labelled containers, left over foods will be | |

| | | | | |
|---------------------------|------------|--|--|-------------------------|
| Classroom Activity | | | <p>returned home. All pupils will receive individual bottles of water, pupils' own drinks must be sent into school in individual labelled drink bottles. Teachers will be aware of any specialised food/dietary requirement methods.</p> | |
| | | Pupils not sanitising | <p>All pupils will wash hands before and after eating. Sanitiser dispensers available in each classroom. Disposable hand towel dispensers displayed at each classroom sink and hand dryers/ hand towel dispensers displayed in each attached toileting facility.</p> | Teacher/SNAs/ Pupils |
| | H | Mixing with other class bubbles | <p>All pupils will remain in class bubbles in their own classrooms for lunch. All staff will remain with assigned class bubble Timetables schedules will be in place for access to additional resources playground, gym etc. Each staff team have a cleaning resources bag to clean touch surface after use.</p> | All Staff |
| | M/H | Students' cognitive ability, level of understanding and ability to participate And revisit routines | <p>Pupils will social distance where possible, furniture removed and space created where practical for some activities such as singing, games, small group project etc. Sharing of equipment is not permitted. Students must use their own materials, pupils' work will be stored in individual boxes/trays and containers provided for items such as pencils/crayons/pens. (Teachers will discuss this equipment with parents where necessary.)</p> | Teachers/SNAs |

| | | | | |
|--|------------|---|---|---|
| | M | Students moving around the room and using others equipment. | <p>All hard surface specialised learning tools will be sterilised daily and individually assigned to individual pupils' containers eg, sensory objects/ musical instruments etc.</p> <p>All pupils will have their own work stations in their classrooms. Sharing of desks and chairs will not be practiced in so far as is practical. Freedom of movement will be encouraged to aid toward sensory and self-regulation needs and will be observed by staff to promote safe distancing.</p> <p>Fogging mechanism administered twice weekly.</p> | <p>Teachers/SNAs</p> <p>Teachers/SNAs</p> |
| | H | Tactile and Sensory integration presentations | <p>Advice from O.T. or assigned disability service teams, will be adhered.</p> | <p>Cleaning Staff/ Caretaker</p> |
| | M/H | Teaching and learning disruption | <p>Every opportunity will be exercised to create a fulfilled teaching and learning opportunities for all, ensuring a fun, positive and holistic approach. Differentiated lessons will continue to involve one to one lessons, power-points, social stories, visuals representations, tactile and varied resources exploration, interactive whiteboard learning activities, outdoor learning etc.</p> <p>Teachers will follow DES Curriculum updates relating to accommodating learning around our new routines with a particular focus on SPHE, PE, Language and Communication and Mathematics during our first term.</p> | <p>Teachers/P/ISM</p> <p>Teachers/P/ISM</p> |

| | | | | |
|---|------------|---|---|---|
| I.T. and surfaces/ other resources | H | Teachers, SNAs and Nurse are at a high level of exposure | <p>All classroom activities will be supported by all staff.</p> <p>All staff and pupils will sanitise after each activity. All staff and pupils will wash hands on return to classrooms, in coming in from the outdoors, before and after eating, before and after toileting. All staff will wear appropriate graded masks (and face visors), sanitise regularly and wear PPE as necessary. Easy fastening clothing and footwear is encouraged for pupils to support this measure.</p> | <p>Teachers/SNAs/P</p> <p>All Staff/Pupils</p> <p>Parents</p> |
| | M/H | Sharing of devices or keypads could lead to transference of virus. | <p>All pupils to wash hands or sanitise before and after use of ipads, whiteboard wands/pens or keyboards. All items must be cleaned thoroughly after each use by SNA/teachers. During school hours all desktops & tabletop surfaces will be wiped clean between activities, a scheduled twice daily disinfectant and as necessary after that.</p> <p>Administration services - Photocopier/phone/laminating resources will be cleaned before and after use. Cleaning basket located in administration area. Staff will sanitise in station located before use.</p> | <p>LWR</p> <p>All staff</p> <p>All staff Cleaners/Caretaker</p> |
| Shared School Resources | M | <p>Sharing of equipment or resources could lead to transference of virus</p> <p>Lack of human resources/time to clean</p> | <p>All accessible activities will be strictly timetabled and wiped down after use, gym, trikes, Cleaner/Caretaker will perform daily scheduled cleaning also.</p> | <p>Teachers/SNAs</p> <p>Cleaner/Caretaker</p> |

| | | | | |
|---|-----------------|--|--|---|
| <p>Learning Resources and Learning Resource Room Materials</p> | <p>M</p> | <p>Sharing of equipment or resources could lead to transference of virus Lack of human resources/time to clean</p> | <p>Staff and pupils will sanitise/wash hands before and after use of materials that might be shared. Staff will sign in/out resources from the learning resource room to allow for time to elapse before use in another room. Items will be wiped clean before returned. Books will be cleaned and placed in storage for specified period before reused.</p> <p>Many paper lessons will be in worksheet forms. In classrooms, classroom staff will organise and prepare necessary resources required for daily lessons for pupils within their classrooms. Work boxes/trays will be in place to house pupils' individual resource. Any necessary books (such a library books or learning resources) will be wiped clean and left in storage before being used by another.</p> <p>Pupils' specialised resources/sensory objects will be sterilised daily.</p> <p>Art tools will be allocated to individual pupil use where possible, any other such items as paint pots etc. will be sterilised after each individual use.</p> <p>Anti-virus fogging mechanism administered twice weekly.</p> | <p>All Staff</p> <p>LWR</p> <p>All Staff P/Admin staff LWR</p> <p>Cleaner/Caretaker</p> |
| <p>Classrooms and Changing Facilities</p> | <p>H</p> | <p>Class bubbles using the same toileting facility.</p> | <p>The school has received a intensive clean prior to reopening. Classroom cleaning baskets with necessary PPE and cleaning supplies will stationed in each classroom and not removed. Changing areas and changing equipment areas will be sprayed and wiped clean after each</p> | |

| | | | | |
|--|---------------------------------|--|--|---|
| | <p>H</p> <p>H</p> | <p>Changing and toileting areas not being cleaned after use.</p> | <p>individual use. Separate cleaning baskets with necessary PPE and cleaning supplies will be stationed in each changing facility.</p> <p>Classroom staff will carry out necessary cleaning down of own workspace, pupils' desks, worktop areas, door handles and changing room facility space as necessary throughout each day. 2 scheduled disinfectant scopes will take place each day.</p> <p>Daily contract cleaning will be carried out as per DES guidelines each evening.</p> <p>Pupils and staff must wash hands thoroughly before and after toilet use.</p> <p>Pupils and staff will wash hand/sanitise between all classroom activities.</p> <p>'Reminder signage' for correct sanitising and etiquette procedures displayed in each classroom and toileting facility throughout the school. Signage differentiated to attract junior and senior pupils' attention.</p> <p>Staff toilets will be equipped with cleaning supplies and checked regularly throughout the day. 2 scheduled disinfectant scopes will be carried out daily and attended by cleaning staff daily.</p> <p>Bins (foot-pedal bins throughout the school will be emptied as necessary, gloves provided. Caretaker will empty each evening and replaced with bin-liners.</p> <p>Caretaker will monitor and refill all fixed sanitisation units throughout the school.</p> | <p>Teachers/SNAs/ School Nurse Cleaning staff</p> <p>All staff</p> <p>P/LWR</p> <p>Caretaker</p> <p>All Staff</p> |
|--|---------------------------------|--|--|---|

| | | | | |
|--|------------|---|---|--|
| SNAs School Nurse Teachers Pupils | M | Close proximity between staff and pupils with inability to safe social distance | Windows to be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use if practical. | All Staff |
| | H | <p>Close proximity between staff and pupils with inability to safe social distance while supporting intimate care needs</p> <p>Exposure to bodily fluids whilst engaging in intimate care needs /feeding/ coughing/Toileting/medical care</p> | <p>PPE provided for all staff in each classroom. PPE must be worn while providing intimate care needs eg mask, apron & gloves. PPE must be disposed of appropriately after use and placed in foot-pedal bins provided. Staff will wear appropriate graded masks (and visors by choice) Easy fasten clothing and footwear is encouraged. In event of toileting accidents pupils will be attended to respectfully and appropriately, soiled clothing will be placed in a disposable bag and returned home for cleaning.</p> <p>Use of Aladdin/home school communication or message to Bus Escorts for the passing of any relevant or necessary information regarding pupils' health and welfare will be necessary and strongly encouraged on a daily basis, at this time.</p> <p>Ample supply of PPE & cleaning supplies available and located in designated areas. Training and supplies administered. Orders of replacement PPE will be cleaning supplies will be complied by each classroom team and class teachers will inform their order the designated management member in charge of PPE.</p> | <p>Teachers/ Nurse</p> <p>Parents</p> <p>Teachers/Bus Escort/SNAs School Management</p> |
| | L/M | | | <p>Teacher/School Management</p> <p>LWR & Team All staff/P/ISM</p> |

| | | | | |
|---|------------|---|---|---|
| <p>Bus Escorts/Pupils</p> <p>Further identified Hazards related to Covid-19 preventative measures</p> | <p>M/H</p> | <p>Students' cognitive ability, level of understanding and ability to participate and revisit travel routines</p> <p>Further possible other hazards that may be identified, further measures recommended by HSE, DES, HSA</p> <p>Monitoring and review of this document</p> | <p>Sanitising stations located in classrooms and throughout all school buildings.</p> <p>Masks to be worn at all times.</p> <p>Pupils and staff adhering to social distance transport regulations and hygiene routines, bus escorts will also have provision of supply bag and can be replenish weekly or as required.</p> <p>In event of covid -19 related symptoms evident during bus journey, staff may phone ahead to school to advise.</p> <p>LWR and team recordings Document introduced to staff, available on School Information Notice Board, School Website, available in each classroom and reviewed by each Teacher and class team.</p> <p>Daily monitoring by LWR & team, briefing and review with Principal. LWR to liase with Principal and BoM.</p> | <p>BoM/P/Bus Escorts/Pupils/ISM</p> <p>Admin/P/ Bus Escort</p> <p>BoM/All staff/ Parents/School Management</p> <p>LWR/P/ISM/BoM</p> |
|---|------------|---|---|---|

Signed: _____

Chairperson

Principal:

Date: