**Covid Risk Assessment**





**Colaiste Nano Nagle**

**20 Sexton Street**

**Limerick**

**V94 W P48**

**Section from safety statement:**

|  |  |  |
| --- | --- | --- |
| **Part 11** | **Covid-19 Addendum** | **87** |

**LRW: Ellen Condon, Antoinette O Donovan**

**Coláiste Nano Nagle Covid Addendum Version 5, 28/09/2021**

**Covid-19 Risk Assessment**

Covid-19 is a new illness that can affect a peso lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

Legislation under the Safety, Health and Welfare at Work Act 2005 requires health surveillance to be carried out based on risk assessment. Employers are required to undertake a risk assessment with regard to Covid-19 and potential workplace exposure where the nature of work poses an occupational exposure health risk to Covid-19.

This risk assessment is designed to identify suitable control measures to mitigate the risk of Covid-19 infection. Risk assessments need to be regularly reviewed and updated and be based on the current best practice in relation to infection prevention and control.

**What is the risk? Spread of Covid-19 Coronavirus**

Key Challenge: A key challenges for schools during this pandemic is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for students/students and where teachers feel able to engage with students in a way that supports their learning.

Transmission: Being a respiratory virus, Covid-19 is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days. Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

Vaccination: There are no vaccines available to date.

Who Might be harmed? Trustees, Board of Management, Principal, Deputy Principal, Teachers, Staff, Students, Visitors, Contractors, Parents / Guardians.

Covid-19 - Primary Symptoms: Fever (higher temperature of 38 degrees C. (100.4 degrees F.) or above - Cough which can be any kind of cough, not just a dry cough - shortness of breath or breathing difficulties - loss of smell, of taste or distortion of taste

Human Health Risk: mild, moderate, severe or fatal. Older adults, or those with underlying medical conditions appear to be at a higher risk of developing more serious complications from Covid-19 illness.

This Risk Assessment has been prepared in response to the emerging risks associated with Covid-19 pandemic.

Note: Staff, parents and students (as age appropriate) should understanding the benefits and risks of education and social interaction and that it is not possible to guarantee that infection can be prevented in any setting either in an education centre, at home or in any other setting where people interact with other people

**Updated Risk Assessments to minimize 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 BoM in Colaiste Nano Nagle to address significant hazards and risks in the workplace, to access 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 members 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 Colaiste Nano Nagle 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, (ES)**  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 (H- High)**  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 (M- 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 (N- 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. |

**\*Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Who may be affected?** | | **Identified Risks** | | **Risk Communication, Education and Training** | | | | **Risk Rating with controls** | | **Action implementation** |
| **Controls** | | | |
| **Staff** | | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 has developed a Covid school response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights the measures necessary to protect the health and safety of staff in re-opening.   * The staff will be consulted regarding 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. * There will be a heightened awareness by staff, parents/guardians and students (age appropriate) on how to protect themselves and each other as well as how to recognise and report symptoms of COVID-19 infection. * Communication of risks to teachers, staff, students, parents / guardians. * Advice to teachers, staff, students, parents / guardians of the need to stay at home if showing symptoms of Covid-19 or if in contact with others with symptoms of Covid-19 * Appointment of Covid-19 Lead Worker representatives * Appointment of Covid-19 Manager   The Board of Management will:   * Implement a Covid-19 Policy and Response Plan. * Ensure that all staff receive the necessary training provided by the DES prior to returning to work * Display posters and information to increase awareness of Covid-19 among staff and pupils from the DES. * Facilitate Covid-19 Induction training for all staff. (All staff watched the DES Post Primary Induction Video before returning to school along with onsite training.) * Ensure all students complete Covid-19 Induction Training. (completed) * Promote safe individual practices within the school e.g. regular handwashing, respiratory hygiene and social distancing between staff * Engage with staff in providing feedback on the preventive measures and their effectiveness * Provide regular information – through the LWR- 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 direction on where to find information on the proper use of PPE for staff, where required. * Ensure provision of Covid-19 presentations for staff, students, parents and guardians. * Promote awareness of COVID-19 and it’s symptoms among staff, parents/guardians and students with age appropriate posters, email/text communications. | | | | **N**  Negligible  2x1=2  **N**  Negligible  2x1=2 | | 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  (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: June, 2020 | | | | | Assessor’s Name: | | | | | |
| **Who may be affected?** | **Identified Risks** | | **Hygiene** | | | | **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:  • 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:  • 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 BoM will ensure that all staff can wash their hands regularly. Soap and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. All classrooms will have hand sanitiser dispensers installed. Staff will have access to hand sanitising facilitilies at all main entrance/exit points of the school as well as on entry/exit to staffroom/staff toilet area. Staff and students should:   * Wash their hands properly and often. Hands should be washed:   + 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 (at elbow) when coughing and sneezing. * Put used tissues into a bin and wash their hands * Develop a routine of incresed cleaning and disinfecting of frequently touched objects and surfaces   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. The main supply of cleaning products will be stored in the locked cleaning store. Teachers will have a small supply in their classrooms and will be required to store in a safe way of reach of the pupils in the classroom e.g. in their storerooms  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 37.5 degrees or above) * Cough * Shortness of breath * Breathing difficulties   Staff displaying any symptoms of Covid-19 or other acute infectious disease are to contact their doctor and follow all HSE guidance.  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 https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850**  Any students that experience symptoms of Covid-19 or other acute infectious disease are to contact their doctor and follow all HSE guidance. They must not attend school. | | | | 2x3 = 6  **M**  Requires monitoring  3x2=6  **M**  Requires monitoring  4x2=8  **M**  Requires Monitoring  4x2=8  **M**  Requires Monitoring | | Board of Management Principal  Deputy Principal  Health and Safety Officer  Staff  Visitors  Board of Management Principal  Staff  Principal  Staff  Principal  Students | | |
| 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** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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:   * 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 * Equipment sharing is minimised. Staff and pupils 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) * School equipment is cleaned regularly and shared equipment is cleaned and disinfected between use by different people/pods/bubbles e.g. ipads, shared books, P.E. equipment. * Covid compliant work areas (classrooms, other teaching spaces) to be available where social distancing guidelines can be applied * A second staff room has been organised for staff in order to maintain social distancing * Hand sanitizer will be provided inside and outside of staffroom/staff toilet area * 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 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   * Students will all be provided with a waist bag to place hand sanitizer, face mask and tissues into it. | | 1x1=1 Trivial **N**  1x1=2 Trivial **N**  3x2=6 Requires Monitoring **M**  2x2=4 Trivial **N**  2x2=4 Trivial **N**  3x2=6 Requires Monitoring **M**    3x2=6 Requires Monitoring **M**  3x3=9 Requires Monitoring **M**  3x3=9 Requires Monitoring **M**  2x2=4 Requires Monitoring **N**  3x2=6 Requires Monitoring **M**  3x2=6 Requires Monitoring **M**  3x2=6 Requires Monitoring **M**  3x2=6 Requires Monitoring **M** | Board of Management Principal  Staff  Visitors |
| 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** | | **Students with Special Educational needs** | | | | **Risk Rating with controls** | | | **Action implementation** |
| **Controls** | | | |
| Staff  Students | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | | * Arrangements in place with parents/guardians regarding the necessity for highlighting awareness of signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure students do not attend school where symptoms are present. * Teachers and staff awareness of the signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure teachers do not attend school where symptoms are present. * Assistance with hand hygiene for students who may be unable to wash their hands themselves. * Cleaning student’s aids and appliance and/ or medical equipment etc. * Teachers and staff using facial coverings and other required PPE equipment in circumstances where physical distancing is not possible. Face Visors used in certain limited situations. * Teachers and staff performing regular hand hygiene when working between different students. | | | | 3x2=6  Requires monitoring  **M** | | Board of Management Principal  Administration staff  All staff  Board of Management Principal  Administration staff  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  (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** | | **Social Distancing** | | | | **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:  • 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:  • 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 | | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Mangement will ensure that:   * all persons will adhere to relevant social distancing rules in relation to entering the   school and while working with other staff in the school   * physical spacing (2 metres apart currently) for areas such as entrances/exits, lift, staffroom, stairs, where congregation or queuing of staff, or students of visitors might occur * Smaller numbers of students will be out at any particular break time. Area have been assigned to students. * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) * Appropriate social distancing arangements will be in place throughout the facility * Meetings of staff will take place in the school gym or online through teams when appropriate * 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 * Parents are not allowed to enter any student or staff areas and can only access reception with a prior appointment. When gathering at school gates social distancing must be adhered. * Teachers required to maintain social distance requirement where possible when dealing with students. * Teachers taking measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down * Avoidance of situations that require people to sit or stand in direct physical contact with other people.   **Where 2 metre distance cannot be maintained between staff, (guidance still required on this)**  Requirements for **personnel** working within 2 metres of each other (where activity cannot be suspended):   * 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 (full face mask, gloves, etc) and public health advice * An exclusion zone for <2m work will be set up pre task commencement * Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | | | | 3x3=9  Requires monitoring **M**  4x3=12  Serious **H** | Board of Management Principal  Staff  Visitors  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  (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 | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | All cleaning will be undertaken in line with DES and public health guidance.   * 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 to bring to work (e.g. mobile phones) upon entering the building 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 * All cleaning protocols will be in place and staff must sign off on all duties at the end of each shift. | | 3x3=9 **M**  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 (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** | **Classroom & School Ergonomics** | **Risk Rating with controls** | **Action**  **Implementation** |
| **Controls** |
| All staff and  Students | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 risk is of spread of infection exists in all interpersonal interactions such as staff-contractor, student-contractor, student-student, teacher -teacher, and teacher-student and is not limited to the classroom and requires to be managed in all settings within Coláiste Nano Nagle. This risk is mitigated through taking the following action in:  Classrooms during teaching:   * Students are required to go straight to their classroom upon arrival at school. * Classroom space reconfigured to maximise physical distancing (where possible) * Rooms will have adequate ventilation. Doors/windows will be opened to allow air to circulate whenever feasible. * Teacher’s desk (where possible) to be placed at least 2 metres away from students’ desks * Where students need to move about within the classroom to perform activities (for example to access a shared resource) this is to be organised to the greatest extent possible so as to minimise congregation around the point of access to the shared resource. * Students and teachers are to refrain from sharing of personal items such as pens and other writing materials, tablets and phones. * All teachers, other staff and students are to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth etc.) * Where teaching and learning involves use of keyboards or tablets the contact surfaces of the devices are required to be cleaned by user before use and when finished with the keyboard or device and hand hygiene encouraged. * In the event of sub-groups being required within a class for group work, to the greatest extent possible the same students will generally be in the same group, although movement between groups may be necessary in the event it is necessary to address tensions between students. * Sanitisation of shared equipment/ areas. * Cancelling of full year group assemblies within the school. * The sharing of educational material has been minimised as much as possible * Classrooms have been reconfigured to maximise physical distancing * Employees are required to clean and sanitise their workstations / areas at the commencement and at the termination periods of their working day / period / area including equipment, etc. * All keyboards of computers have been fitted with covers to aid cleaning and prevent the spread of Covid-19 * Textbooks that are shared to be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. * Partitions placed in library and gym to optimise facilities * Library will now be used as a classroom. Former staff workroom has also been repurposed as a classroom. * Double desks in general classrooms have been removed and replaced by single desks and floor markings to ensure one metre distance * Remote teaching learning facilities may be implemented in the event of a student(s) self-isolating at home (where applicable) * Remote teaching learning facilities may be implemented in the event of staff being required to work from home * Students to wear PE uniform on PE day to prevent congregating in bathrooms   Specialized Classrooms   * Students are encouraged to have their own equipment required for specialised subjects * Shared electronics such as tablets, touch screens, keyboards are required to be cleaned before and after use in accordance with the manufacturer’s instructions. * Where practical each student will have their own dedicated schoolbooks   Corridors and general areas where movement occurs:   * Morning and lunch breaks staggered * Hand washing and/or sanitising is required when moving between classes by both teacher and students. * Students and Teachers required to maintain 2 metres physical distance within the school where possible. * When students have to move to an elective subject they are required to move quickly into the new class and are required to be seated with members of their class cohort, observing as social distancing where possible. * Operating a one-way system within the school where possible * Staff and students instructed to walk on the right-hand side of corridors to aid traffic flow and avoid contact with others where possible. Signage has been erected to facilitate this movement. * Informal gatherings on corridors / stairs / communal areas when entering, moving about or exiting the school are prohibited * Unnecessary gatherings of staff at the beginning and termination of the school’s day is prohibited * Teachers and students are required to wear face masks in school where social distancing is not possible (Visors to be used in certain limited situations) * Requirement to avoid gathering within the school at the beginning or end of the school day. * Implementation of a ‘No Hand shaking policy’ * Canteen is closed at morning break and arrangements are in place for distribution of school lunches at lunch time to avoid congregations of students * Requirement for staff and students when passing another person in a corridor or stairwell that they are required to avoid any physical contact or participation in informal group discussions. * In the event of a narrow corridor one person to use it at a time where possible   Walk on the right-hand side of corridors when moving around the school   * Lockers removed to avoid students congregating   Yard and outside areas   * Additional seating benches are being made for the red walk and raised area outdoors to allow for more outdoor seating. * Students and Staff are required to adhere to relevant social distancing requirements when engaging or returning from break times. * Students and Staff are required to perform hand hygiene before and after outdoor activities * Minimising the sharing of equipment and requiring its cleaning before and after use.   Lifts (Where applicable)   * Where practicable only one person to use lift at a time (unless user requires assistance)   School / Sporting Related activities   * Conducting an up to date risk assessment in relation to the particular activity (e.g. after school study, homework club) or sport so as to identify what additional measures are required to reduce / mitigate the risks. * Gym rental is suspended.   Toilets   * Students are required to comply with social distancing regulations when using toilet facilities | 2x3 = 6  **M**  Requires monitoring  4x2=8  **M**  Requires Monitoring  4x2=8  **M**  Requires Monitoring  4x3=12  Serious **H**  4x2=8  **M**  Requires Monitoring | Board of Management Principal  Deputy Principal  Health and Safety Officer  Staff  Visitors  Board of Management Principal  Staff  Principal  Staff  Principal  Students |
|  |  | 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** | **Office and administration areas** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * Reception area is occupied by 1-2 secretaries in the school, the office space is large enough to allow for social distancing to be observed. Receptions are covered with a glass sliding window. Perspex sheeting which contains a hatch has also been installed. * Staff using the photocopier must sanitize it immediately after use. Products will be available beside the machine for this purpose. | | 3x2=6 **M**  Requires monitoring  3x2=6 **M**  Requires monitoring | Board of Management Principal  Administration staff  All staff  Board of Management Principal  Administration staff  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  (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** | **Hand Sanitizer** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Risk of Hand sanitizer being ingested  Risk of slips or falls due to spillage of hand sanitisers at dispenser locations. | * Students to be monitored to ensure that they do not accidently ingest hand sanitisers – this risk is mitigated through the provision of instruction on effective hand hygiene technique to teachers, SNA, staff, contractors and students. * Care will be taken to clean up any hand sanitiser spills to prevent risk of falls. | | 1x1=1 **N**    3x2=6 **M**  Requires monitoring | Board of Management Principal  Administration staff  All staff  Board of Management Principal  Administration staff  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  (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 the school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * Visitors to the school are not permitted without prior arrangement with a specific contact point (for example the school office) and are subject to the same controls that apply to staff, students and contractors entering the school. * Physical distancing of 2 metres to be maintained with visitors (where possible) * Visits are arranged to ensure that congregation of parents in waiting areas is avoided by invited them to remain in their car until the teacher is ready to meet them (as applicable). * Implementation of alternative means of communication other than face to face meetings * Deliveries arranged, where possible, arranged between 8 am and 8.30 am. * Essential visitors/contractors are required to make an appointment prior to visiting the school * All visitors must sign contract tracing log * Perspex sheeting has been installed in reception hatches and offices. * All official business trips and face-to-face interactions been reduced to the absolute minimum   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:   * 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 | | 3x2=6 **M**  Requires monitoring | Board of Management Principal  Administration staff  All staff  Board of Management Principal  Administration staff  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  (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** | **Use of PPE** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | ***PPE in the form of a face visor is provided to all staff and face masks must be worn on all corridors and staff areas and where a two meter distance cannot be maintained with students***  *The correct use of Personal Protective Equipment (PPE) such as face shields/visors may be required in some circumstances to address identified risks of spread of the virus. Visors will be provided to all staff and are available for use*  Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and shown information on the proper use, cleaning, storage and disposal of PPE.   * Staff will need to use PPE (face mask) when dealing with intimate cares needs e.g. aiding a child with toileting. * Staff should use face covering and gloves when administering first aid to a child   *It is important that PPE is consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.*  *Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:*[***https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html***](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)  Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance.  *\*Face coverings must be worn by all students at all times apart from eating. Masks can re removed when outdoors if social distancing is adhered to.* | | 3x3=9 **M**  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  (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** | **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) | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | When staff are involved in distribution of books or materials:   * On distributing books to students – staff should 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 used. * Hands should be washed in line with relevant guidance | | 3x2 =6 **M**  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  (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** | **Using hand tools or equipment** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| **All staff** | | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * 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 * All mobile machinery (including lawnmowers) must be thoroughly cleaned and santisied prior to use | | 3x2 = 6 **M**  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  (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** | **Dealing with a suspected case of Covid-19** | | **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:  • 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:  • 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*:***   * Appoint an appropriate person for dealing with suspected cases, management. * Designate the entrance to the isolation space. The designated area is easily accessible from all classrooms and is accessible by people with disabilities. In the case of needing a second isolation area the CCL isolation can be used if available. This space is also accessible to all.   **If a person displays symptoms of Covid-19 the following procedure is to be implemented**:   * Isolate the person and take them immediately to the isolation area 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 PPE kit 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. * 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 | | 4x2=8 **M**  Requires monitoring  4x2=8 **M**  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  (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 control16-25 Emergency risk Halt activity and review immediately | | | |
| Assessment Date: August, 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  Studentss  Visitors  Contractors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * 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 and fill in the isolation room form. Currently with the school DP * Arrange for appropriate cleaning of the isolation area and work areas involved. | | **M**  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  (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** | **Covid-19 cleaning** | | **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:  • 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:  • 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 | All cleaning will be undertaken in line with DES and public health guidance.   * PPE will be worn while cleaning – e.g. masks, gloves, aprons.      * **As recommended an area will be cleaned 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 will 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.** * 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 * Staff should follow all | | 4x2=8 **M**  Requires monitoring | Board of Management  Principal  Cleaning 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  (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 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:  • 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:  • 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 | All cleaning will be undertaken in line with DES and public health guidance.  Use disposable cloths or paper roll and disposable mob 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, aplication and contact times  Disinfectants used should be  effective against 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 **ES**  Requires monitoring | Board of Management  Principal  Cleaning 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  (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 a space with a suspected/confirmed case of Covid-19 (continued)** | | **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:  • 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:  • 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 | **Laundry**   * 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  **Waste Management**   * 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 students. 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 | | **ES**  Serious  Requires monitoring | Board of Management  Principal  Cleaning 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  (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** | **Travel to and from work** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case **they should not travel to work.** * Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. * If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles,roofstraps,isolation bars, etc.  Wear a face mask and carry hand santiser (at least 60% alcohol) and use it regularly throughout your journey. | | 4x2=8 **M**  Requires monitoring  Trivial **N**  3x1  3x1=3 Trivial **N** | 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  (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** | **Dropping off and picking up of pupils** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Parents/guardians  Bus and taxi drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * Arrangements for dropping off and picking up pupils from the school facility will be organized to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.   -The school will facilitate a staggered drop off between 8:45am - 9am and students will use their designated entrance points to enter the school.  -The school will facilitate a staggered release of students at the end of the day and each class group will have a designated exit point from the school grounds. This will be students nearest exit.   * Parents/guardians will be encouraged to social distance outside the school grounds. | | 2x3=6 **M**  Requires monitoring  2x3=6 **M**  Requires monitoring | Board of Management  Principal  Staff  Parents/Guardians |
| 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 | **Management of deliveries and supplies to school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Students  Drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * All drivers to remain in their vehicle and to follow instructions to set down area * 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 sanitizing arrangements at set down areas (for materials and stock) and at access and egress points.   . | | Requires **L** monitoring | Board of Management  Principal  Staff  Delivery personnel |
| 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** | **Management of Ventilation and CO2 Monitors** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Students | Spread of Covid-19 virus    Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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 | * All school main entrance doors are opened each morning. * All classroom doors and windows are opened every morning and this remains in place throughout the day. * Extra ventilating occurs where possible in-between classes. * Mask breaks occur where students may be in a double lesson. This allows the classroom to air out if there are a large number of students in the room. * CO2 Monitors have now arrived on-site. * The school has been allocated ten monitors. * These monitors will be located throughout the school in areas where management feel that ventilation may be poor. * Installation of the CO2 monitors will help to identify weak points in our school ventilation by reading the CO2 levels over long periods of time. This reading must be taken after a minimum of one hour. * CO2 levels will be monitored to ensure common areas and certain classrooms do not exceed the recommended CO2 levels of 1400-1500 ppm. If this occurs areas will be ventilated more to reduce the CO2 levels. * Management will follow ‘The Practical Steps for the Deployment of Good Ventilation Practices in Schools’ to additional advice where needed. * CO2 Monitors will not be located closer than 0.5m from any person, following guidelines from gov.ie. * CO2 monitors will not be located near any doors, air vents or windows as this can interfere negatively on the readings. | | 3x3=9  Medium Risk      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  (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: September, 2021 | | | Assessor’s Name: | | |