

St Laurence O'Toole's N.S. Updated Risk Assessments to minimise 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 St. Laurence O' Toole's N.S to address significant hazards and risks in the workplace, to assess 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 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 St.Laurence O' Toole's N.S 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 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 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 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 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 Controls | Risk Rating with controls | Action implementation |
|----------------------|--|---|---------------------------|--|
| Staff | <p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 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 <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • 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 | <p>The Board of Management has developed a 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 and modifying the work arrangements within the school.</p> <p>The staff representative(s) have been properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff have been informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p><u>The Board of Management has:</u></p> <ul style="list-style-type: none"> • Ensured that all staff received necessary training prior to returning to work. • Provided posters and information to increase awareness of Covid-19 among staff and pupils. • Promoted safe individual practices within the school campus • Engaged with staff in providing feedback on the preventive measures and their effectiveness. • Provided regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation. • Emphasised the effectiveness of adopting protective measures especially good personal hygiene. • Provided specific training in the proper use of PPE for staff, where required. | Negligible | Board of Management Principal Staff LWR |

| 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, 2021 | | Assessor's Name: SLOT Covid Safety Committee | | |
| Who may be affected? | Identified Risks | Hygiene Controls | Risk Rating with controls | Action implementation |
| All staff Pupils Visitors Contractors Public | Spread of Covid-19 virus | The BoM has ensured that all staff are able to wash their hands regularly. Water and appropriate sanitisers (i.e. hand gel dispensers, etc.) have been made available throughout the school. <u>Staff should:</u> <ul style="list-style-type: none"> Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> After coughing or sneezing Before and after eating or preparing food Before and after using protective gloves Before and after being on public transport When arriving and leaving the school campus After toilet use Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. Put used tissues into a bin and wash their hands Develop a routine of increased cleaning and disinfecting of frequently touched | Requires monitoring | Board of Management Principal Staff LWR Visitors |

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| | <p>objects and surfaces</p> <p>The BoM has supplied required cleaning products, ensured the correct use and storage of disinfectants and ensured all products are stored safely and securely.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> - Fever (temperature of 37.5 degrees or above) - Cough - Shortness of breath - Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days and seek a test from their GP.</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test result must restrict their movements for 14 days.</p> <p>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</p> <p>Any Staff Member who is a close contact must restrict their movements, seek a test and not return to work for 14 days.</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p> | |
| <p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p> | | <p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p> |
| <p><u>Assessment Date:</u> August, 2021</p> | | <p><u>Assessor's Name:</u> SLOT Covid Safety Committee</p> |

| Who may be affected? | Identified Risks | Hygiene Controls | Risk Rating with controls | Action implementation |
|--|--------------------------|--|---------------------------|--|
| All staff Pupils Visitors Contractors Public | Spread of Covid-19 virus | <p><u>The Board of Management has ensured that:</u></p> <ul style="list-style-type: none"> • Appropriate signage in line with public health guidelines is 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 in place and detailed records retained. • Toilet facilities are cleaned regularly. • Equipment sharing is minimised. Staff 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) • All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people • Covid compliant work areas to be available where social distancing guidelines can be applied. • There is staggered use of the kitchen or other communal facilities. • Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow. • All waste collection points are emptied regularly throughout and at the end of each day. • Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards | Requires monitoring | Board of Management Principal Staff LWR Visitors |

| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
|---|--------------------------|---|---------------------------|--|
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |
| Who may be affected? | Identified Risks | Social Distancing Controls | Risk Rating with controls | Action implementation |
| All staff Pupils Visitors Contractors Public | Spread of Covid-19 virus | Physical distancing is currently a key control measure in reducing the spread of infection. <u>The Board of Mangement has ensured that:</u> <ul style="list-style-type: none"> All persons adhere to relevant social distancing rules in relation to entering the school and while working in the school. Physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, stairs, where congregation or queuing of staff, or students or visitors might occur. Break times are to be staggered and school supervision procedures will be strictly adhered to. Appropriate signage in line with public health guidelines is displayed throughout school facility (buildings and grounds). Appropriate social distancing arrangements is in place throughout the facility. Meetings of staff will take place online and by using teleconferencing | Requires monitoring | Board of Management Principal Staff LWR Visitors |

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| | | <p>facilities.</p> <ul style="list-style-type: none"> • 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. <p>Where 2 metre distance cannot be maintained</p> <p><i>Requirements for personnel working within 2metres of each other (where activity cannot be suspended):</i></p> <ul style="list-style-type: none"> - No worker has symptoms of Covid-19 - The close contact work cannot be avoided - Installation of physical barriers e.g. clear plastic sneeze guards - PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice. - Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | Serious | |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Cleaning Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|--|
| Staff especially cleaning staff | Spread of Covid-19 virus | <p><u>All cleaning will be undertaken in line with DES and public health guidance.</u></p> <ul style="list-style-type: none"> • Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. • Staff to clean up in the kitchen area after themselves and food preparation. • Cleaning staff have been trained in the new cleaning arrangements for the school. • Sufficient cleaning materials and PPE are available to allow for increased cleaning. • Cleaning staff have been 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 is 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 is in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use. • System is in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use. | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
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| Who may be affected? | Identified Risks | Office and administration areas Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---|---|
| Staff | Spread of Covid-19 virus | <ul style="list-style-type: none"> Office capacity is limited to facilitate the maintenance of physical distancing. The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. Protective screen on secretary's desk for protection Sanitizer available | Requires monitoring | Board of Management Principal LWR Administration staff |
| <u>Risk Level Calculation</u> (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) | | | <u>Risk Level Action</u> 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 | |
| <u>Assessment Date:</u> August, 2021 | | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | |

| Who may be affected? | Identified Risks | Use of PPE | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|--|
| | | Controls | | |
| Staff | Spread of Covid-19 virus | <p>Staff have been provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. Face masks have been provided to all staff members and must be worn at all times throughout the school building. Surgical grade face masks have been provided for all SNAs and staff working in close proximity to children.</p> <p>PPE needs to be consistently and properly worn when required – in cases of being unable to maintain safe distance from others. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Face masks have been provided to all staff and are available for use when necessary according to Department guidelines.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.</p> <p>*Face coverings are not recommended to be worn by children under 13 years. The use of face masks for children over 13 years will be employed in line with guidelines.</p> | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Handling books and other resources during Covid-19 Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|---|---------------------------|--|
| Staff (particularly SNAs, school secretaries and school book rental co-ordinator) | Spread of Covid-19 virus | <p>The Board of Management prepared for the return of school-books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines were employed:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Hands should be washed in line with relevant guidance. | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Using hand tools or equipment Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|--|
| All staff | Spread of Covid-19 virus | <ul style="list-style-type: none"> Staff must wear the appropriate PPE for the nature of the work that they are undertaking All tools and equipment must be properly sanitised to prevent cross contamination – by caretaker Arrangements have been put in place for one individual to use the same tools, 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 – by caretaker All mobile machinery (including lawnmowers) will be thoroughly cleaned and sanitised prior to use – by caretaker | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Dealing with a suspected case of Covid-19 Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|--|
| Staff Pupils Visitors Contractors | Spread of Covid-19 virus | <p>The Board of Management have: Appointed an appropriate person for dealing with suspected cases.</p> <p>A designated isolation area has been created. This consists of an isolation tent which has been erected in the school hall. The designated area and the route to the designated area is easily accessible and as far as is reasonable and practicable, is accessible by people with disabilities. There is a second isolation tent available for more than one case.</p> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented: Isolate the person and Isolation Procedures have been put in place. The class teacher will accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.</p> <p>A mask will be provided 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. The person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided</p> <p>The person presenting with symptoms will be facilitated in the isolation area while waiting to go home or if they cannot immediately go home. If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that a suspected Covid-19 case has been presented and the school will follow advice given.</p> | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Dealing with a suspected case of Covid-19 (continued) | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|--|
| | | Controls | | |
| Staff Pupils Visitors Contractors | Spread of Covid-19 virus | <p>If the person is well enough to go home, arrangements will be made 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.</p> <p>Public transport of any kind should not be used</p> <p>Arrangements for appropriate cleaning of the isolation area and work areas involved will follow our school cleaning schedule.</p> | Requires monitoring | Board of Management Principal Staff LWR |
| <u>Risk Level Calculation</u> (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) | | <u>Risk Level Action</u> 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 | | |
| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Covid-19 cleaning Controls | Risk Rating with controls | Action implementation |
|--|--------------------------|--|---|---|
| Staff Pupils Visitors | Spread of Covid-19 virus | <p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours. For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished, it should be double-bagged. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron. Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids. | Serious Requires monitoring | Board of Management Principal Cleaning staff LWR |
| <u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality | | | <u>Risk Level Action</u> 1-5 Trivial risk Acceptable | |

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| (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b) | 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 |
| <u>Assessment Date:</u> August, 2021 | <u>Assessor's Name:</u> SLOT Covid Safety Committee |

| 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 Pupils Visitors | Spread of Covid-19 virus | <ul style="list-style-type: none"> All cleaning will be undertaken in line with DES and public health guidance. Use disposable cloths or paper roll and disposable mop 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 application and contact times Disinfectants used should be effective against viruses. <p>Additionally:</p> <ul style="list-style-type: none"> Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags outlined below. When items cannot be cleaned using detergents or laundered 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. <p><i>If possible</i>, the area will be kept closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal.</p> | Serious Requires monitoring | Board of Management Principal Cleaning staff LWR |
| 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 | | |

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| <u>Assessment Date:</u> August, 2021 | <u>Assessor's Name:</u> SLOT Covid Safety Committee |
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| <u>Assessment Date:</u> August, 2021 | <u>Assessor's Name:</u> SLOT Covid Safety Committee |
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Assessment Date: August, 2021

Assessor's Name: SLOT Covid Safety Committee

| Who may be affected? | Identified Risks | Travel to and from work Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|---|---------------------------|-----------------------|
| Staff | Spread of Covid-19 virus | <ul style="list-style-type: none"> 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 sanitiser (at least 60% alcohol) and use it regularly throughout your journey. | Requires monitoring | All staff LWR |
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| <u>Assessment Date:</u> August, 2021 | | <u>Assessor's Name:</u> SLOT Covid Safety Committee | | |

| Who may be affected? | Identified Risks | Dropping off and picking up of pupils Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|---|
| Staff Pupils Parents and guardians Bus drivers Wider Community | Spread of Covid-19 virus | <ul style="list-style-type: none"> • Arrangements for dropping off and picking up pupils from the school facility has been organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. See Logistics Reopening Plan • There is a pre-agreed staggered arrival times for school buses and students. • Parents/guardians will be encouraged to wait outside of the school gates. • Where SEN pupils are dropped off and picked up by parents, a designated staff member will come to the school yard to receive the pupil and will avoid or limit physical contact with the accompanying adult. A similar process will be followed for pick up. | Requires monitoring | Board of Management Principal Staff Bus drivers LWR |
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| Who may be affected? | Identified Risks | Visitors to school Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|--|---------------------------|---|
| Staff Pupils Wider Community | Spread of Covid-19 virus | <p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p><i>Visits to the school will be severely restricted and visitors will be asked to:</i></p> <ul style="list-style-type: none"> -Make a prior appointment before visiting the school. -Remain at home if they have any Covid-19 symptoms. -Follow the agreed Covid-19 protocols for the school. -Sanitise before entering the premises. -Attendance to be recorded on entry to building. -Wear PPE if instructed. -Adhere to social distancing requirements -Not to loiter – complete their business and leave premises | Requires monitoring | Board of Management Principal LWR |
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| Who may be affected? | Identified Risks | Management of deliveries and supplies to school Controls | Risk Rating with controls | Action implementation |
|---|--------------------------|---|---------------------------|--|
| Staff Pupils Drivers Wider Community | Spread of Covid-19 virus | <ul style="list-style-type: none"> • 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 sanitising arrangements at set down areas (for materials and stock) and at access and exit points. | Requires monitoring | Board of Management Principal Staff Delivery personnel LWR |
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| Who may be affected? | Identified Risks | Management of New Arrangements for Arrival/Dismissal from school Controls | Risk Rating with controls | Action implementation |
|----------------------------|---|--|---------------------------|--|
| Staff Pupils Parents | <p>Pupils not lining up</p> <p>Pupils interacting with other pupils</p> <p>Parents not lining up</p> <p>Parents late</p> <p>Pupils not queueing to hang up coats</p> <p>Pupils not hand sanitising</p> <p>Pupils not sitting in their own seats on entry</p> <p>Congregation of parents at school gates</p> | <p>Protocols for Daily Morning Assembly: See plan below</p> <p>At 9.00 the main gates will be opened for the parents/carers and children (Family name A-F and buses)</p> <p>At 9.15am the children (Family names G-Z and buses) will arrive.</p> <p>The parents of children 1st- 6th will practise the stop, drop and go system by dropping the children at the gates. The children will proceed to their zone and stand at their yard marker in their pod.</p> <p>The parents of children Infants will walk their child to their zone and leave the yard.</p> <p>All students and parents will enter using their designated gate to avoid a cross over of students</p> <p>These classes will be supervised from 9.00 – 9.25 by ISM Team and SNAs.</p> <p>Pupils will sanitise their hands on entering the classroom. Once sanitised the children will take their assigned seats.</p> <p>All of the relevant entry points around the building to be used.</p> <p>Markings will be placed on the yard for class line up. Children remain in their Pods for collection by teacher.</p> <p>1st / 2nd classes to leave school building through main gates to reduce congestion at village gate entrance.</p> | Requires monitoring | <p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Parents</p> <p>LWR</p> |

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| | | <p>Senior Infants to leave through main gates to reduce congestion at village gate entrance.</p> <p>Teachers to teach /prepare children for:</p> <ul style="list-style-type: none"> -correct lining up protocols -entering and leaving the school procedures -sanitising of hands on entry -how to use elbows for sanitiser/door handles -rules re hand hygiene/respiratory hygiene, staying in seat -yard protocols <p>Classes will be dismissed using a staggered system from 2.50 – 3pm.</p> <p>Class teachers will walk children to their designated exit gate.</p> | | |
| | <p>Social Distance not being maintained by parents</p> <p>Parents not abiding rules regarding using specific entrance gates and rules around drop off</p> <p>Parents not adhering to times of arrival/dismissal</p> | <p>Junior Infants will finish at 12.30pm until Friday 11th September. They will finish at 2pm from Monday 14th September. The parents will collect children from the front yard.</p> <p>Students who are late must proceed to the office and be accompanied by a staff member to their classroom.</p> <p>Constant late arrivals will be contacted by principal</p> | | |

| Who may be affected? | Identified Risks | Management of Break Times during School Day Controls | Risk Rating with controls | Action implementation |
|----------------------|--|--|---------------------------|--|
| Staff Pupils | <p>Pupils not staying in their own 'bubbles' on yard and 'pods' on rainy days in classroom.</p> <p>Shortage of space/ Social distancing</p> <p>Pupils not lining up correctly.</p> | <p>There will be Staggered Lunch breaks -</p> <p>The staggering of breaks allows for each bubble to have sufficient space in the yard.</p> <p>The allocation are based now on these bubbles so as to minimise the risk of cross contamination.</p> <p>Class teachers to ensure collections happen on time after break ends.</p> <p>Teachers are to sanitise hands if asked to open items by the children.</p> <p>Parents have to fill water bottles at home. Pupils will not be able to fill bottles in the classrooms.</p> <p>Pupils are not to sit on railings outside of office or of front door.</p> <p>Lessons to be completed on:</p> <p>Lining up, maintaining social distancing, Hand hygiene, Food hygiene</p> <p>Carry sanitiser and wipes with you at all times.</p> <p>Children sanitise hands before and after use and going out to the yard.</p> <p>Sick/ Injured children: If a child becomes sick or gets hurt the yard teacher will evaluate the child and if she/he deems it necessary for the child to be seen in the office.</p> | Requires monitoring | Board of Management Principal Staff Parents Pupils |

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| | | If the injury is only a scratch etc, the teacher will use the First Aid box to apply treatment such as plasters/wiping of graze. | | |
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| Who may be affected? | Identified Risks | Management of Toilet Facilities | Risk Rating with controls | Action implementation |
|----------------------|---|--|---------------------------|---|
| | | Controls | | |
| Staff Pupils | <p>Pupils:</p> <p>Social distancing in the toilets/Pupils not washing hands</p> <p>Different classes using the toilets at the same time</p> <p>Pupils coming in during break times to use toilets</p> | <p>Parents encouraged to get children to go to toilet before coming to school/wash hands before coming to school</p> <p>Toilet times will be staggered in classes where there are toilets.</p> <p>Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet Teachers to put up signs on the outside doors in classrooms where there are toilets.</p> <p>Children will be asked to go to the toilet before yard breaks. In case where there is a need for a child to use the toilet during yard they will be accompanied to the toilet by another child from their class bubble.</p> <p>Toilets will be cleaned by the cleaner twice a day</p> | Requires monitoring | <p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Pupils</p> <p>LWR</p> |

| Who may be affected? | Identified Risks | Management of Shared Equipment Controls | Risk Rating with controls | Action implementation |
|----------------------|---|--|---------------------------|--|
| Staff Pupils | Sharing of equipment Social distancing | All pupils to sanitise hands before and after PE sessions Teachers will ensure equipment is sanitised after use – Digital equipment wiped down, PE equipment cleaned/wiped down. Students in Senior end will share equipment within their pod only. PE will occur outside where possible. Equipment in ‘bubbles’ will not be shared between different ‘pods’ Equipment will be cleaned down if being shared between ‘bubbles’ before being shared | Requires monitoring | Board of Management Principal Staff LWR |

| Who may be affected? | Identified Risks | Management of Staff Room Controls | Risk Rating with controls | Action implementation |
|----------------------|---|--|---------------------------|---|
| Staff | Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/dishwasher/water | There will be staggered breaks A second staff room will be created to help maintain required social distancing should this be necessary to accommodate only 4 persons in the staffroom. Staff to use their own utensils as much as possible. Bring into school and bring home. Staff to ensure that their own area has been cleaned up after use. Staff to maintain social distancing while using the microwave/hot water. Staff to sanitise before and after using any items | Requires monitoring | Board of Management Principal Staff |

| Who may be affected? | Identified Risks | Management of External Coaches Controls | Risk Rating with controls | Action implementation |
|----------------------------|---|--|----------------------------|--|
| <p>Staff</p> <p>Pupils</p> | <p>Social distancing not being maintained</p> | <p>All sports activities take place outside.</p> <p>Coaches adhere strictly to hand sanitising, ppe, distancing regulations.</p> <p>Contact tracing maintained</p> <p>Bubbles and pods maintained during sporting activities</p> | <p>Requires monitoring</p> | <p>Board of Management Principal Staff</p> |