

## Scoil Iosaf Covid Response Risk Assessment

<b>Risk Assessment</b>		Date: 30/08/2021		
	Level	Risks	Control measures	Personnel Responsible
<b>Signage</b>		Not adhering to social distancing.	<p>Signage will be displayed outlining the signs and symptoms of Covid-19 and to support good hand and respiratory hygiene in all rooms in the school.</p> <p>At the front Entrances the following sign will be erected: Children Only Beyond This Point.</p> <p>A "Covid-19 2m Apart" sign will be placed in front of the school..</p> <p>Stencil Yard markings will be placed on the entry route</p> <p>1m apart Floor Markings will be placed on the corridor floor from the main front door leading to all classrooms.</p> <p>A "Welcome Back-We Missed You" sign will be hung on the outside wall of the school building.</p> <p>A sign displaying hygiene and safety reminders will be hung on the outside wall of the school building.</p> <p>Entry Only - Metal fencing -</p> <p>Exit Only - on shed -</p>	ISM  Caretaker

			<p>Exit Only - arrow - wall under window -  Welcome to Scoil Iosaf etc. .  Children only beyond this point etc. -  Welcome to Scoil Iosaf etc.  Children friendly icons re hand washing etc  Please respect occupancy of 4 - staff room door -  Sign for main entry door –  ENTRY ONLY (Staff room) -  EXIT ONLY (Staff room) -  FLOOR ARROWS x 8 - floor graphic  Social Distancing Reminder sign for drop off zone -</p>	
<b>Drop Offs</b>	<b>H</b>	<p>Pupils interacting with other pupils</p> <p>Parents early/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>Signage: At front rail/gate the following sign will be erected: “Children Only Beyond this Point”.</p> <p>There will be a one way system for entering and exiting the school. Signage highlighting Covid safety practices throughout the school</p> <p>School Gates will be unlocked to pupils at 8.40 a.m. All staff will be in their place of work at 8.40a.m. Teaching time will vary according to drop off and collection time. The children will receive their full teaching time every day.</p> <p>Set down Area is for drop off <u>only</u>. Strictly no parking.</p> <p>On arrival at school, each child will walk directly to their classroom.</p> <p>No adults, other than staff members, enter the building/yard. <u>No</u> adults congregate at gates.</p> <p>Principal /Deputy Principal/S.E.T. will be present at the</p>	<p>BOM</p> <p>Principal</p>

			<p>Entrance directing pupils to their classroom</p> <p>Prior to entering a classroom the children will hang up their coats on designated coat hooks, Pupils will enter their Classrooms(Class Bubbles) wash /sanitise hands and take a designated seat in their Class Pod. Classrooms will be supervised by teachers at 8.40am SNAs will be available to receive the children and to help them to their classroom. There will be staggered Arrival times for all Class Bubbles <b>Junior Infants/ Senior Infants 9.00</b> <b>1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> 8.40 am</b> <b>2<sup>nd</sup> /5<sup>th</sup> / 6<sup>th</sup> 8.50 am</b></p>	
<b>Home Time</b>	H	<p>Social distancing not being adhered to by parents</p> <p>Late pick ups</p>	<p>There will be staggered home times for all Class Bubbles <b>Junior Infants: 12pm for first 2 weeks</b></p> <p><b>Juniors: 1.15pm</b></p> <p><b>Senior Infants 1.30pm</b></p> <p><b>1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> : 2:15pm</b></p> <p><b>2<sup>nd</sup> /5<sup>th</sup> / 6<sup>th</sup> : 2:30pm</b></p> <p>Principal/deputy principal and class teachers will be at main yard and the Exit gate to direct the pupils to their parents.All pupils sanitise their hands before exiting the classroom. If a child's parent is not waiting for them, the pupil will return wait at designated points in shelter/yards. This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!</p>	Teachers/SNAs/Principal

<b>Seating</b>	H	<p>Social Distancing not being adhered to</p> <p>Class Bubbles mixing</p> <p>Class Pods mixing</p> <p>Sharing of materials</p> <p>SETs and SNAs moving between class rooms</p>	<p>The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.</p> <p>Teacher's desk will be 1m/2m from the pupils' desks.</p> <p>Each classroom is now known as a Class Bubble.</p> <p>There will be smaller groups or Class Pods created within a Class Bubble.</p> <p>Contact and sharing of common facilities between people in different Class Bubbles and Pods will be limited as much as possible.</p> <p>Sharing of educational material between Pods will be avoided/minimised where possible.</p> <p>Staff members moving from Class Bubble to Class Bubble will be minimised as much as possible.</p> <p>A distance of 1m will be maintained between desks and individual pupils where possible.</p> <p>Where the class is divided into Pods, there will be at least 1m between individual Pods within the Class Bubble and between individuals in the Pod, whenever possible.</p>	

<p><b>Staff</b></p>	<p>H</p>	<p>Not adhering to social distancing</p> <p>Not following correct hand/respiratory hygiene</p> <p>Not using PPE equipment when necessary</p>	<p>A distance of 2m is recommended for physical distancing by staff.</p> <p>If 2m cannot be maintained in staff groups, as much as distance is as possible and guidance on face covering should be observed.</p> <p>Staff will take staggered breaks and physical distancing should be observed in the staff room.</p> <p>Staff meetings will be held in assembly hall to facilitate social distancing.</p> <p>No hand shaking/ hugging policy.</p> <p>Gatherings of staff at the beginning and the end of the day will be minimised.</p> <p>Staff rotation between classes and areas will be as minimal as possible.</p>	<p>Principal</p> <p>Staff</p>
<p><b>Visitors</b></p>	<p>H</p>	<p>Unannounced visitors</p>	<p>We have identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible.</p> <p>We have made arrangements to inform essential visitors to the school of the measures to help prevent the spread of infection.</p> <p>We have a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log.</p>	<p>Staff</p> <p>Visitors</p>

<b>Use of Personal Protective Equipment</b>	H	<p>Staff working with SEN pupils in close proximity</p> <p>SNA's assisting with intimate care needs</p> <p>Staff dealing with a suspected/identified Covid 19 suspect</p> <p>Staff who have health issues/vulnerable to infection but not on the very high risk category</p> <p>Staff members moving between Class Bubbles</p>	<p>A distance of 2m is recommended for physical distancing by staff.</p> <p>If 2m cannot be maintained in staff groups, as much as distance is as possible and guidance on face covering should be observed.</p> <p>SNA'S and staff of our Early Intervention Unit will now wear FFP2 Grade masks.</p> <p>Staff will take staggered breaks.</p> <p>Staff meetings will be held in assembly hall to facilitate social distancing.</p> <p>No hand shaking/ hugging policy.</p> <p>Gatherings of staff at the beginning and the end of the day will be minimised.</p> <p>Staff rotation between classes and areas will be as minimal as possible.</p>	<p>Principal</p> <p>Staff</p> <p>SNA's</p>
<b>Hand/Respiratory Hygiene</b>	H	<p>Insufficient hand sanitising/hand washing stations</p> <p>Incorrect hand/respiratory hygiene</p> <p>Incorrect/insufficient teacher station sanitising</p>	<p>A Hand Sanitiser will be placed in every classroom/SET Rooms/Office/ entry and exit point to the school.</p> <p>A Hand Sanitiser Dispenser will be placed on every staff member's desk.</p> <p>There will be a Hand Washing Station available in every classroom to accommodate pupils adhering to hand hygiene measures.</p> <p>Hand washing stations will be available in Staff</p>	<p>LWR</p> <p>Staff</p> <p>Pupils</p>

		<p>Running out of hand sanitiser</p>	<p>Room/Office/bathrooms. Disinfectant Wipes will be made available in every classroom/SET Rooms/Office.</p> <p>Pupils will dry hands using hand drier.</p> <p>Bins will be available in all school rooms-with no lids to avoid touching surface.</p> <p>Each teacher is responsible for cleaning their own teaching station every morning and evening and so will be supplied with disinfectant. Hand hygiene facilities will be regularly checked by the LWR.</p> <p>Staff will be informed about the importance of hand washing.</p> <p>It will be arranged for staff/pupils to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly using the HSE video resource.</p> <p>Staff and pupils will be shown how to use hand sanitiser correctly and where hand sanitising stations are located.</p> <p>Posters on How to Wash Hands will be displayed in appropriate locations.</p> <p>Staff and pupils will be told when they need to wash their hands or use hand sanitiser. This includes:</p> <ul style="list-style-type: none"><li>➤ before and after eating and preparing food</li><li>➤ after coughing and sneezing</li><li>➤ after using the toilet</li><li>➤ where hands are dirty</li></ul>	
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			<ul style="list-style-type: none"> <li>➤ before and after wearing gloves</li> <li>➤ before and after being on public transport</li> <li>➤ before leaving home</li> <li>➤ when entering/ exiting the classroom</li> <li>➤ when arriving/leaving the school</li> <li>➤ after touching potentially contaminated surfaces</li> <li>➤ if in contact with someone displaying Covid-19 symptoms</li> </ul> <p>Staff and pupils will be told of the importance of good respiratory measures to limit the spread of the virus</p> <ul style="list-style-type: none"> <li>➤ avoid touching the face, eye, nose and mouth</li> <li>➤ cover coughs and sneezes with an elbow or a tissue</li> <li>➤ dispose of tissue in a covered bin</li> </ul>	
<b>SEN</b>	H	<p>Size of the rooms</p> <p>Mixed groups</p> <p>Teacher has much higher exposure</p> <p>Use of materials/resources</p>	<p>In keeping with our Special Education policy, SEN teaching will be provided by a blended approach of in-class support and withdrawal.</p> <p>The provision of support will be organised to ensure our support teachers will work, as far as possible, within confines of a bubble.</p> <p>Teachers will prioritise needs of SEN children after</p>	<p>SET Teachers</p> <p>Class Teachers</p>



		Tactile children	settling in period. SEN Teachers will collect children from their classrooms.	
<b>Breaks</b>	H	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Social distancing</p> <p>Going out /coming back in</p> <p>Recording of incidents - use of Incident Books</p> <p>Lunch</p> <p>Children -asthma</p> <p>Epi Pens</p> <p>Accidents/Injuries</p> <p>Football/basketballs</p> <p>Bringing in of children from the yard if sick/hurt</p>	<p><b>Staggered Breaktimes:</b></p> <p><b>Supervision Pods</b></p> <p><b>Class Bubbles</b></p> <p><b>Lower Yard 1</b> Ciara Mulcahy, Fiona Power, Marie Balfe + Cathiann Duggan SNA</p> <p>Lower Yard 2 Michelle Corridon, Sarah Fullam, Eleanor Hennessy + SNA: Christine McCoy</p> <p>Senior Yard 1 Jackie Enright, Emma McEnery + Lisa Shine</p> <p>SNA: Kathleen Lacey</p> <p>Senior Yard2 Sarah O'Sullivan, Ann Marie White and Veronica Loughran</p>	<p>Principal</p> <p>SNAs</p> <p>Yard Teachers</p> <p>Pupils</p>

		Equipment of the Junior/Senior playground	<b>BREAKTIMES</b>  <b>SOS</b> <b>LOWER YARD      10.25--10.40    Junior &amp; Senior Infants</b>  <b>10.45-11.00    First &amp; Second</b> <b>UPPER YARD      10.25-10.40    Fifth &amp; Sixth</b>  <b>10.45- 11.00    Third &amp; Fourth</b>  <b>LON</b> <b>Lower Yard      12.00 -12.30    Junior &amp; Senior Infants</b>  <b>12.35- 1.05      First &amp; Second</b> <b>UPPER Yard      12.00 - 12.30    FIFTH &amp; SIXTH</b>  <b>12.35- 1.05      THIRD &amp; FOURTH</b>  Children wash/sanitise hands before eating . Desktops cleaned  Pupils will eat their lunches at their desks before going out to play.  Social Distancing applies exiting and entering classrooms.  On rainy days pupils will remain at their desks in their classrooms when taking their break.  Teachers will have a face covering and gloves on /in their possession when supervising. If seeing to or treating an injured child gloves and face covering must be worn. If a child is	
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<b>Toilet</b>	H	<p><b>Students:</b> Social distancing in the toilets</p> <p>Pupils not washing hands correctly</p> <p>Pupils coming in during break times to use toilets</p> <p>Assistance with toileting</p> <p>Cleaning of toilets</p>	<p>Pupils encouraged to go to the toilet before coming to school and wash their hands correctly.</p> <p>At School</p> <p>One pupil at a time in toilet. Pupils have to apply correct hand hygiene procedures after using toilet facilities.</p> <p>If pupils need to use the bathroom during breaktimes they will have to seek permission from the yard teacher who will grant them a pass/peg. Only one pupil at a time is allowed into the toilets.</p> <p>Toilets will be cleaned daily and signed off by cleaner.</p>	<p>Principal</p> <p>Teachers</p> <p>SNAs</p> <p>Pupils</p> <p>Cleaner</p>

<b>Doors/Windows/Corridors</b>	H	<p>Door handles</p> <p>Lack of ventilation in classrooms</p> <p>Not adhering to social distancing in the corridor</p>	<p>All classrooms must be well ventilated: windows will be kept open as often as possible and will be opened during break times.</p> <p>Briefly passing someone in the corridor is highly unlikely to spread infection if people do not have physical contact.</p>	<p>Principal</p> <p>Staff</p> <p>Pupils</p>
<b>Staff Room Breaks</b>	M	<p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery</p> <p>Queueing for microwave/ water</p>	<p>Staff breaks will be staggered</p> <p>Staff room can be used with an occupancy of 4 staff ONLY at any given time.</p> <p>Staff are to use their own utensils.</p> <p>Any shared utensils/surfaces must be cleaned correctly after use.</p> <p>Staff room to be cleaned and signed off daily by cleaner.</p>	<p>Principal</p> <p>Staff</p> <p>Cleaner</p>
<b>PE + PE equipment</b>	H/M	<p>Sharing of equipment</p> <p>Social distancing</p> <p>Equipment</p> <p>Coaches coming in and mixing between classes.</p> <p>Hall being used between</p>	<p>PE lessons will take place outside weather permitting.</p> <p>Pupils and staff to hand sanitise before and after PE.</p> <p>Equipment must be washed correctly after use.</p> <p>GAA Coaching-awaiting directives.</p> <p>Going to and from hall is a one way system. Keep left at all times.</p>	<p>Staff</p> <p>Pupils</p> <p>SNAs</p>

		different Class Bubbles		
<b>Pupils Books/Copies/Pencils</b>	H	Sharing of equipment  Social Distancing	<p>All teachers will supply pupils with their own plastic box(not from home) and places individuals Book Rental books in their box first day school re opens.</p> <p>All books are to be covered with plastic and wiped down before handing out.</p> <p>Boxes will be kept on the pupils own desk at all times.</p> <p>Pupils will bring their own schoolbag/workbooks/copies/pencil cases to school on the first day. Please ensure they are clearly labelled. They will leave workbooks/copies/pencil cases in their boxes.</p> <p>Pupils will use their own copies/pencils/pens etc as far as possible.</p> <p>Parents ensure pupils' items are clearly labelled..</p>	Teachers  SNAs
<b>Uniforms/Tracksuits</b>			<p>There is no guidance or advice to say that school uniforms/tracksuits should be washed every day.</p> <p>We are allowing pupils to wear either Tracksuit / Uniform on alternating days to facilitate washing as deemed necessary. We ask that pupils change out of their uniforms each evening when they go home.</p>	Parents Pupils
<b>Digital Equipment-Chrome Books/l Pads etc</b>	H/M	Sharing of devices between classes	<p>All pupils to sanitise hands before and after use of devices.</p> <p>A timetable will be drawn up for the use of all Digital</p>	Deputy Principal  Staff

		Cleaning of equipment	Equipment. Devices will be cleaned after use.	Pupils
<b>Shared Maths/ Science/Art resources</b>	H	Transference of virus through shared use	All pupils/teachers to sanitise hands before/after use of shared resources.  All materials to be sanitised after use and before being returned to central location.  Where possible we will allocate each Class Bubble their own supplies.  Each pupil will receive a mesh zip lock bag containing glues stick/scissors/paint brush/whiteboard marker.	Pupils  Staff
<b>Office</b>	M	Not adhering to social distancing	Traffic to the office will be minimised.  Do not send pupils to the office on messages.  No more than 1 member of staff should be in the office at any given time.  The secretary is responsible for cleaning her work station daily.  No visitors are permitted into the office.  Any staff member who uses photocopier /other appliances please wipe down after.	Staff  Pupils

<b>Parent/Teacher Meetings</b>	L	Not adhering to social distancing	No parent/teacher meetings. A written report to all parents will be given in November (1 <sup>st</sup> – 6 <sup>th</sup> ), February (Juniors and Seniors) and End of year report. .	Principal Staff
<b>Cleaning</b>	H	Not adhering to HSE/HPSC Guidelines	<p>Cleaning staff will undergo the relevant training. The enhanced cleaning regime will be explained to all staff. All staff members will be supplied with sufficient cleaning equipment so they can clean their own teaching station.</p> <p>Cleaner will follow daily cleaning timetable. Sharing of items like utensils/cups etc will be avoided. Staff will be made aware of correct procedure on how to clean an area following a suspected case of Covid 19.</p>	Staff Cleaner
<b>Dealing with a suspected case of Covid 19</b>		Infection/Illness	<p>A designated Isolation Area has been identified as a safe place that can be used in the event of a suspected case/ symptoms of Covid-19. We have a contingency plan for dealing with more than one suspected case of COVID-19-We will use the PE Hall. Suspected cases will be kept 2m apart in the hall. The following are available in the isolation area</p> <ul style="list-style-type: none"> <li>➤ Tissues</li> <li>➤ Hand Sanitiser</li> <li>➤ Disinfectant/wipes</li> </ul>	Principal/BOM  Staff  Cleaner

			<ul style="list-style-type: none"><li>➤ Gloves/Masks</li><li>➤ Waste Bags</li><li>➤ Bins</li></ul> <p>Procedures are in place for isolating a person safely. Procedures are in place for arranging for the infected person to leave the school. Procedures are in place to carry out a follow up assessment and liaise with HSE. Procedures are in place for all areas that suspect has been in contact with to be cleaned safely and correctly.</p>	
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