

# St Joseph's NS Leitrim Village Covid-19 Health & Safety Risk Assessment and Response Plan

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (Section 19), it is the policy of the Board of Management of **St Joseph's NS Leitrim Village** to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare, to control these risks as far as is reasonably practicable, and to provide as safe and healthy a workplace as possible for all staff and as safe a learning environment as possible for all pupils, in accordance with DES guidelines. This risk assessment includes all relevant updates and necessary control measures to minimise the risk of exposure to Covid-19 and involved consultation with all school staff. 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.

The guidance issuing from the Department of Education and Science as part of the Roadmap for Reopening has been underpinned by the recommendations of the Health Protection Surveillance Centre and the Chief Medical Officer. The response to confirmed cases or outbreaks of Covid-19 in a school is the responsibility of and will be led and managed by Public Health HSE. All decisions as to appropriate actions following a confirmed case or outbreak will be made by their teams in the context of a full Public Health Risk Assessment procedure. Any actions to be taken by the school will be communicated directly by Public Health HSE. School management will be informed as and when such actions such as exclusion of children or staff; partial or full closure, are deemed necessary on public health grounds. If the school is not so informed, it has not been deemed necessary by Public Health.

## **Hazard:**

A hazard is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors.

## **Risk:**

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 Measure Principles:**

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention. **The Board of Management, Principal and School Staff** undertake 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/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**

<b>Severity Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
Fatality or Catastrophic	Single/multiple fatalities, widespread illness, large-scale property/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**

<b>Probability Rating</b>	<b>Interpretation</b>	<b>Numerical Value</b>
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	<b>Emergency</b> 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	<b>Serious</b> 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 and it might be necessary to consider suspending or restricting the activity.
6 – 10	<b>Medium</b> 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	<b>Trivial</b> 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.

#### People at very high risk from Covid-19 (extremely vulnerable):

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

<b>Risk Communication, Education and Training</b>				
<b>Identified Risk</b>	<b>Persons Affected</b>	<b>Risk Assessment</b>	<b>Control Measures</b>	<b>Action Implementation</b>
Spread of Covid-19 virus	Staff	Medium	<ul style="list-style-type: none"> <li>✓ The Board of Management and Staff will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</li> <li>✓ The staff Lead Worker and Deputy Lead Worker Representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</li> <li>✓ The Board of Management will:               <ul style="list-style-type: none"> <li>- Ensure that all staff members receive necessary training prior to returning to work.</li> <li>- Provide posters and information to increase awareness of Covid-19 among staff and pupils.</li> <li>- Promote safe individual practices within the school campus.</li> <li>- Engage with staff in providing feedback on the preventive measures and their effectiveness.</li> <li>- Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation.</li> <li>- Emphasise the effectiveness of adopting protective measures, especially good personal hygiene.</li> <li>- Provide specific training in the proper use of PPE for staff, where required.</li> </ul> </li> </ul>	Board of Management Principal Staff

## Attendance and Staffing

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Medium	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>✓ Advise parents not to bring their children to school if the child has symptoms of a viral respiratory infection or if there is someone in the household suspected or known to have Covid-19.</li> <li>✓ Advise parents not to bring their children to school if they have been identified as Covid-19 contacts.</li> <li>✓ Ensure that pupils are aware that if they develop signs or symptoms when at school they should let their teacher know.</li> <li>✓ It is unlikely to be practical to ask pupils to declare that they are symptom free on arrival to school. Parents, however, should be advised that the school reserves the right to decline entry to pupils who appear to have fever or respiratory tract infection.</li> <li>✓ On-site temperature taking is not recommended because fever is not a consistent symptom of Covid-19 in children and would result in delayed school entry.</li> <li>✓ Ensure that up-to-date contact details for parents/guardians are available so that they can be contacted to collect pupils from school in the event of illness.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>✓ No employees are permitted to attend work if they display any of the symptoms below: <ul style="list-style-type: none"> <li>- Fever (temperature of 37.5 degrees or above)</li> <li>- Cough</li> <li>- Shortness of breath or breathing difficulties</li> <li>- Loss of smell, of taste or distortion of taste</li> </ul> </li> <li>✓ Any staff member displaying symptoms must self-isolate and not attend school for 14 days.</li> <li>✓ Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</li> <li>✓ 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.</li> <li>✓ Staff can follow <a href="https://www2.hse.ie/">https://www2.hse.ie/</a> for regular updates or can contact HSELive for advice <b>1850 241850</b></li> </ul>	Principal Staff

## Hand Hygiene

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> <li>✓ Everyone entering the building will be required to perform hand hygiene with a hand sanitiser. This may need to be supervised.</li> <li>✓ Staff and pupils should understand why hand hygiene is important, when to wash their hands and how to wash their hands.</li> <li>✓ Promotion of good hand hygiene and the displaying of posters throughout the facility (available on the HPSC website).</li> <li>✓ Hand hygiene will be achieved by handwashing or use of a hand sanitiser.</li> <li>✓ Care will be taken to clean up any hand sanitiser spills to prevent risk of falls.</li> <li>✓ Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitiser.</li> </ul> <p><b>Handwashing facilities (to the greatest extent practical)</b></p> <ul style="list-style-type: none"> <li>✓ Should be adequate to meet the needs of the school population and should be age/ability appropriate. Hand sanitiser can be used to bridge the interval until sufficient handwashing facilities can be provided or upgraded.</li> <li>✓ Wash hand basins, running water, liquid soap dispensers and hand drying facilities will be provided in all toilets <b>and staff room</b>.</li> <li>✓ Handwashing facilities will be maintained in a good condition</li> <li>✓ Cleaning staff will be reminded to check the soap dispensers at frequent intervals.</li> <li>✓ Wash hand basins are at an appropriate height for staff and pupils of all ages.</li> <li>✓ Shared towels will not be used.</li> <li>✓ Paper towels in wall-mounted units are preferable.</li> <li>✓ Hot-air hand dryers are an acceptable alternative. If hand dryers are provided they must be regularly maintained.</li> <li>✓ Posters displaying handwashing technique and promoting handwashing will be placed on the wall adjacent to washing facilities (these can be downloaded free from <a href="http://www.hpsc.ie">www.hpsc.ie</a> and laminated or placed in a plastic sleeve).</li> </ul> <p><b>Handwashing products</b></p> <ul style="list-style-type: none"> <li>✓ Liquid soap and running water will be provided.</li> <li>✓ A mild unscented liquid soap is preferred especially for staff and pupils with sensitive skin.</li> <li>✓ Disposable cartridges of liquid soap that are wall mounted are preferred.</li> </ul>	Board of Management Principal Staff Pupils Visitors

			<ul style="list-style-type: none"> <li>✓ If the liquid soap container is refillable, the container and pump should be emptied, cleaned, and dried completely before being refilled.</li> <li>✓ Soap and water must be used if hands are visibly soiled.</li> </ul> <p><b>Hand sanitiser – Alcohol-Based Hand Rubs</b></p> <ul style="list-style-type: none"> <li>✓ Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled</li> <li>✓ Evidence of effectiveness is best for alcohol-based hand rubs but non-alcohol-based hand rubs are available and may be preferable in some settings</li> <li>✓ Alcohol-based hand rubs are flammable and can be toxic if ingested.</li> <li>✓ Where hand rubs/gels are used in the school setting, care should be taken to ensure that children do not accidentally ingest the products.</li> <li>✓ Young children should not have independent use of containers of alcohol gel.</li> </ul> <p><b>Frequency of hand hygiene</b></p> <ul style="list-style-type: none"> <li>✓ Pupils and staff should perform hand hygiene <ul style="list-style-type: none"> <li>- On arrival at school</li> <li>- Before eating or drinking</li> <li>- After using the toilet</li> <li>- After playing outdoors</li> <li>- When their hands physically dirty</li> <li>- When they cough or sneeze.</li> </ul> </li> <li>✓ Pupils and staff should learn how to perform hand hygiene with an effective technique.</li> <li>✓ Opportunities to perform hand hygiene will be provided and good technique encouraged.</li> </ul>	
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### Respiratory Etiquette

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> <li>✓ Coughing/sneezing etiquette will be explicitly taught.</li> <li>✓ All staff and pupils must cover their mouth and nose with a tissue when coughing and sneezing or cough and sneeze into the crook of their elbow.</li> <li>✓ Adequate supply of tissues for single use will be provided.</li> <li>✓ Used tissues should be put into a bin and hands washed afterwards.</li> <li>✓ Tissue bins will be provided in all classrooms for safe disposal of used tissues.</li> </ul>	Board of Management Principal Staff Pupils Visitors

### Use of Personal Protective Equipment (PPE)

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff Visitors	Medium	<ul style="list-style-type: none"> <li>✓ The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</li> <li>✓ Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</li> <li>✓ PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</li> <li>✓ PPE (apart from face coverings for staff) will not be required to be worn within the school facility according to current occupational and public health guidance.</li> <li>✓ Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following link: <a href="https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html">https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</a></li> </ul> <p><b>Wearing of Face Coverings</b></p> <ul style="list-style-type: none"> <li>✓ Non-medical face coverings may reduce transmission from individuals who are shedding the virus. However, the extent of this benefit is unknown (especially in children) and would only be potentially beneficial if done properly. Staff will wear face coverings. It is not practical for many students to wear a mask properly for the duration of a school day. Cloth face coverings are not suitable for children under the age of 13.</li> <li>✓ Wearing a face covering or mask does not negate the need to stay at home if symptomatic.</li> </ul> <p><b>Wearing of Gloves</b></p> <ul style="list-style-type: none"> <li>✓ The use of disposable gloves in the school setting by pupils or teachers is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. Washing or use of hand sanitiser on gloved hands is not appropriate.</li> <li>✓ Measures will be introduced to reduce the need for pupils/teachers to physically touch common objects/doors, e.g., by installing no-touch waste containers, propping doors open, hand towels.</li> <li>✓ Staff who provide healthcare to children with medical needs in the school environment should apply standard precautions, as per usual practice.</li> </ul>	Board of Management Principal Staff Visitors

### Social Distancing

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff Pupils Visitors Contractors	Medium	<ul style="list-style-type: none"> <li>✓ Physical distancing is currently a key control measure in reducing the spread of infection.</li> <li>✓ All persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school.</li> <li>✓ Start and finish times will be staggered.</li> <li>✓ Break times will be staggered and school supervision procedures must be strictly adhered to.</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility.</li> <li>✓ Meetings of staff will take place online if necessary.</li> <li>✓ There is currently a strict no handshaking policy in place within the school.</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible.</li> </ul>	Board of Management Principal Staff Pupils Visitors

### Hygiene and Cleaning

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff Caretaker Cleaners	Medium	<p><b>General</b></p> <ul style="list-style-type: none"> <li>✓ All cleaning will be undertaken in line with DES and public health guidance.</li> <li>✓ Staff members are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks.</li> <li>✓ Cleaning staff will be trained in the new cleaning arrangements for the school.</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning.</li> <li>✓ 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.</li> <li>✓ The manufacturer's instructions for mixing, using and storing solutions must always be followed.</li> </ul>	Board of Management Principal Staff Caretaker Cleaners

		<p style="text-align: center;">Serious</p>	<ul style="list-style-type: none"> <li>✓ Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.</li> <li>✓ Water should be changed when it looks dirty and after cleaning toilets.</li> <li>✓ Always clean the least dirty items and surfaces first (e.g., countertops before floors, sinks before toilets).</li> <li>✓ Always clean high surfaces first, and then low surfaces.</li> <li>✓ Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.</li> <li>✓ Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.</li> <li>✓ Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried.</li> <li>✓ Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer’s instructions.</li> <li>✓ Mop heads/buckets should not be cleaned in a sink that is used for food preparation.</li> <li>✓ Mop heads should not be left soaking in dirty water.</li> <li>✓ Buckets should be emptied after use, washed with detergent and warm water and stored dry.</li> <li>✓ If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.</li> <li>✓ Waste bins should be emptied on a daily basis.</li> </ul> <p><b>Following a Suspected or Confirmed Case of Covid-19</b></p> <ul style="list-style-type: none"> <li>✓ It is recommended that an area be cleaned with normal household disinfectant after a suspected Covid-19 case. This will reduce the risk of passing the infection on to other people.</li> <li>✓ For cleaning purposes, wear a face mask and gloves. These should be double-bagged, stored securely for 72 hours and then put with the regular rubbish after cleaning is finished.</li> <li>✓ 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, and door handles.</li> <li>✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Covid-19, consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> </ul>	
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			<ul style="list-style-type: none"> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Avoid creating splashes and spray when cleaning.</li> <li>✓ Any cloths and mop heads used must be disposed of.</li> <li>✓ When items cannot be cleaned using detergents or laundered (e.g., upholstered furniture) steam cleaning should be used.</li> <li>✓ Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of.</li> <li>✓ 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 test results are known or for at least 72 hours before being put with normal waste.</li> </ul>	
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**Travel To and From Work**

<b>Identified Risk</b>	<b>Persons Affected</b>	<b>Risk Assessment</b>	<b>Control Measures</b>	<b>Action Implementation</b>
Spread of Covid-19 virus	Staff	Medium	<ul style="list-style-type: none"> <li>✓ Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case, they should not travel to work.</li> <li>✓ Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</li> <li>✓ Wear a face covering and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout the journey.</li> </ul>	Staff

**Arrival and Dismissal**

<b>Identified Risk</b>	<b>Persons Affected</b>	<b>Risk Assessment</b>	<b>Control Measures</b>	<b>Action Implementation</b>
Spread of Covid-19 virus	Pupils Parents Staff	Medium	<ul style="list-style-type: none"> <li>✓ The school will operate a staggered start and finish time.</li> <li>✓ All classes will enter and exit the school through the external door outside their own classroom.</li> <li>✓ Hand sanitiser will be available at all entry points and in every classroom</li> <li>✓ To help with reducing the amount of traffic around the school gates, children will be encouraged to walk/cycle to school if at all possible. For those arriving by car, parents may be encouraged to park further away from the school and then walk with their children to avoid congestion.</li> <li>✓ To minimise the risks, and to help maintain social distancing, the children may not come onto the school grounds before the school doors open.</li> <li>✓ Children will go directly to their classrooms on arrival.</li> <li>✓ No adults, other than staff members, should enter the building.</li> <li>✓ There will be limited interaction on arrival and dismissal and in corridors and other shared areas throughout the school.</li> </ul>	Board of Management Principal Staff Parents Pupils

### Visitors to the School

<b>Identified Risk</b>	<b>Persons Affected</b>	<b>Risk Assessment</b>	<b>Control Measures</b>	<b>Action Implementation</b>
Spread of Covid-19 virus	Visitors Parents Staff Pupils Delivery Personnel	Medium	<ul style="list-style-type: none"> <li>✓ Visits to the school will be severely restricted and visitors will be asked to: <ul style="list-style-type: none"> <li>- Make a prior appointment before visiting the school</li> <li>- Remain at home if they have any Covid-19 symptoms</li> <li>- Follow the agreed Covid-19 protocols for the school</li> <li>- Report to the school reception/office</li> <li>- Sanitise before entering the premises</li> <li>- Complete a visitors' contact log sheet</li> <li>- Wear PPE if instructed</li> <li>- Adhere to social distancing requirements</li> <li>- Not to loiter – complete their business and leave premises</li> </ul> </li> <li>✓ Deliveries to the school will be managed as follows: <ul style="list-style-type: none"> <li>- All deliveries will deliver goods to the main door of the school.</li> <li>- As far as possible all deliveries will be pre arranged and approx. times given</li> <li>- Should any delivery person have to enter the school building they will</li> </ul> </li> </ul>	Board of Management Principal Secretary Delivery Personnel

			<p>need to wear a face covering, sanitise their hands and complete a contact tracing log.</p> <ul style="list-style-type: none"> <li>✓ If an adult has to collect a child during the course of the school day, the following arrangements will apply: <ul style="list-style-type: none"> <li>- Prior notice of collection should be sent via email to the school secretary and class teacher</li> <li>- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived</li> <li>- The child will be brought from their class to the adult by a member of staff</li> <li>- The adult who is collecting will be asked to sign the child out</li> <li>- No adult should enter the school building unless invited to do so</li> </ul> </li> <li>✓ In relation to forgotten lunches, books etc., there will be a designated bench on the school yard for items to be placed. Parents will then telephone the school to alert the secretary.</li> <li>✓ All parent teacher meetings will be strictly by appointment and should be facilitated in a way that observes social distancing requirement. Meetings should be arranged to ensure that congregation of parents in waiting areas is minimised.</li> </ul>	
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### Offices

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff Pupils	Medium	<ul style="list-style-type: none"> <li>✓ Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff</li> <li>✓ 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.</li> <li>✓ Children should not be sent to the secretary's office to deliver messages.</li> <li>✓ As far as possible, staff members should not enter the office area and should speak with the secretary at the reception area.</li> <li>✓ Any staff member who uses the photocopier should clean it after use with the wipes provided.</li> </ul>	Board of Management Principal Secretary

### Classrooms

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff Pupils	Medium	<ul style="list-style-type: none"> <li>✓ Every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.</li> <li>✓ The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.</li> <li>✓ Classroom space has been reconfigured to maximise physical distancing in the following way: <ul style="list-style-type: none"> <li>- <b>Junior Infants to Second Class</b> It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.</li> <li>- <b>Third Class to Sixth Class</b> Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.</li> </ul> </li> <li>✓ Where sub-groups are formed within a class for group work, to the greatest extent possible the same pupils will generally be in the same group, although movement between groups may be necessary to address tensions between pupils.</li> <li>✓ The teacher's desk should be placed at least 1 metre and where possible 2 metres away from pupils' desks.</li> <li>✓ Where pupils need to move about within the classroom to perform activities this should be organised to the greatest extent possible to minimise congregation.</li> <li>✓ To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times.</li> <li>✓ Consider if room ventilation can be improved without causing discomfort. Where possible the opening of doors and windows should be encouraged to increase natural ventilation and also to reduce contact with door handles.</li> </ul>	Board of Management Principal Staff

### Corridors and Cloakrooms

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ Briefly passing someone in a corridor is very unlikely to contribute significantly to spread of infection if people do not have physical contact and avoid informal group discussions.</li> <li>✓ We will observe our usual practice of keeping to the right when in the corridors.</li> <li>✓ Children will go straight to their classrooms from the yard and will not congregate in the corridor or cloakrooms.</li> </ul>	Board of Management Principal Staff Pupils

### School Hall and GP Room

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Medium	<p><b>Choir/Music Performances</b></p> <ul style="list-style-type: none"> <li>✓ Music practices are deferred until further notice</li> </ul> <p><b>Sport Activities</b></p> <ul style="list-style-type: none"> <li>✓ Where possible, PE will take place outdoors.</li> <li>✓ See HPSC guidance on Return to Sports activities.</li> </ul>	Board of Management Principal Staff

### Staffroom

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Staff	Medium	<ul style="list-style-type: none"> <li>✓ Distance of 2 metres is recommended for physical distancing by staff. In the context of education this is especially relevant to distancing between adults when they are not engaged in teaching, e.g., when on breaks and arriving for work.</li> <li>✓ If a distance of 2 metres cannot be maintained in staff group interactions, as much distance as possible should be maintained and guidance on face coverings should be observed.</li> </ul>	Board of Management Principal Staff

			<ul style="list-style-type: none"> <li>✓ Physical distancing should be observed between staff members within the staffroom through the use of staggered breaks, etc. This could also be facilitated through the formation of school staff 'pods'/teams who work together and take breaks together.</li> <li>✓ Limited numbers will be permitted in the staffroom.</li> <li>✓ Staff members should sanitise their hands before entry.</li> <li>✓ Staff members may bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom, as far as possible.</li> <li>✓ Any school cups, cutlery used by staff should be placed in the dishwasher immediately after use.</li> <li>✓ Staff will clean up the table area where they sit after use</li> <li>✓ There will be a max of 4 people in the staffroom at any one time</li> <li>✓ The gathering of school staff in workplace at beginning or end of school day will be minimised.</li> </ul>	
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### Special Educational Needs

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff Special Education Teachers Special Needs Assistants	Medium	<ul style="list-style-type: none"> <li>✓ Staff members (particularly Special Education Teachers (SETs) and Special Needs Assistants (SNAs) can rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.</li> <li>✓ In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble, where possible</li> <li>✓ Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.</li> <li>✓ Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.</li> <li>✓ The tables and chairs in SET rooms will be wiped clean in between different groups attending</li> <li>✓ For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or reasonable to implement. The focus should therefore be on emphasising that parents/guardians should</li> </ul>	Board of Management Principal Staff

			<p>have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/Covid-19 infection and where symptoms are present, children should not attend the school.</p> <ul style="list-style-type: none"> <li>✓ Children who are unable to wash their hands by themselves should be assisted to clean their hands using either soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.</li> <li>✓ Some children may have care needs (physical or behavioural) which require the use of aids and appliance and/or medical equipment, e.g., toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.</li> <li>✓ Staff who provide healthcare to children with medical needs in the school environment should apply standard precautions, as per usual practice</li> <li>✓ The use of a face covering will conceal facial expression and can make communication difficult and, as such, may not be practical in this setting. The wearing of a visor as an alternative to a facial covering may be considered.</li> </ul>	
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### Yard and Supervision

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ The DES guidelines state that the risk of virus transmission from contact with outside surfaces or play areas is low. It is not possible to maintain physical distancing when primary school children play together outdoors, but in so far as is practical and possible we will try to keep children within their class bubble during break time.</li> <li>✓ Each group of classes will have access to the yard during their allotted break times. See Yard Duty Rota for further details.</li> <li>✓ Yards will be supervised by class teachers, learning support teachers and SNAs working within those groups.</li> <li>✓ Children will be encouraged to perform hand hygiene before and after outdoor activities.</li> <li>✓ Play areas will be clearly demarcated.</li> </ul>	Board of Management Principal Staff

### Resources

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ Pupils and teachers should avoid sharing of personal items such as pens and other writing materials, tablets and phones to the greatest extent possible.</li> <li>✓ Sharing educational material between Pods should be avoided/minimised where possible.</li> </ul> <p><b>Toys</b></p> <ul style="list-style-type: none"> <li>✓ All toys will be cleaned on a regular basis, e.g., weekly. This will remove dust and dirt that can harbour germs.</li> <li>✓ Toys that are visibly dirty or contaminated with blood or body fluids will be taken out of use immediately for cleaning or disposal.</li> <li>✓ When purchasing toys, an effort will be made to choose ones that are easy to clean and disinfect (when necessary).</li> <li>✓ If cloth or soft toys are used, they should be machine washable.</li> <li>✓ Jigsaws, puzzles and toys that young pupils or those with SEN may be inclined to put in their mouths should be capable of being washed and disinfected.</li> <li>✓ All play equipment will be checked for signs of damage, e.g., breaks or cracks. If they cannot be repaired or cleaned, they will be discarded.</li> <li>✓ Clean toys and equipment will be stored in a clean container or clean cupboard.</li> <li>✓ At this time, soft modelling materials and play dough where used should be for individual use only.</li> <li>✓ Aistear toys used in a pod will be cleaned before being used by another pod.</li> </ul> <p><b>Art Equipment</b></p> <ul style="list-style-type: none"> <li>✓ Where possible, pupils will be encouraged to have their own individual art and equipment supplies. Every classroom will have a supply of basic art materials</li> </ul> <p><b>Electronics</b></p> <ul style="list-style-type: none"> <li>✓ Shared electronics such as tablets, touch screens, keyboards will be cleaned between uses.</li> <li>✓ Use wipeable covers for electronics, if possible, to facilitate cleaning.</li> </ul> <p><b>Music Equipment/Instruments</b></p> <ul style="list-style-type: none"> <li>✓ To the extent possible, instruments should not be shared between students and if sharing is required, the instruments will be cleaned between uses. <b>Tin whistles won't be shared.</b></li> </ul> <p><b>Shared book/library policy</b></p> <ul style="list-style-type: none"> <li>✓ Where practical, each pupil should have dedicated school books.</li> <li>✓ Textbooks won't be shared.</li> </ul>	Board of Management Principal Staff

			<ul style="list-style-type: none"> <li>✓ Library books where used in a class will be divided into groups with a selection of books available for every pod. Library books will be rotated leaving at least 72 hours between use by one pod and use by another pod.</li> <li>✓ Children will be provided with individual plastic baskets to hold their books and pencil cases.</li> </ul> <p><b>Shared Sports Equipment</b></p> <ul style="list-style-type: none"> <li>✓ Children will be encouraged to perform hand hygiene before and after using this equipment.</li> <li>✓ Equipment sharing will be minimised, and shared equipment will be cleaned between uses by different people.</li> </ul>	
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### Dealing with a Suspected Case of Covid-19

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Spread of Covid-19 virus	Pupils Staff	Serious	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>✓ If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented: <ul style="list-style-type: none"> <li>- Parents/guardians will be contacted immediately</li> <li>- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times</li> <li>- A mask will be provided for the child presenting with symptoms. He/She should wear the mask if in a common area with other people or while exiting the premises</li> <li>- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home</li> <li>- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home.</li> <li>- Mrs McElgunn will supervise the child while waiting for a parent/guardian.</li> <li>- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided</li> </ul> </li> </ul>	Board of Management Principal Staff

			<ul style="list-style-type: none"> <li>- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used</li> <li>- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.</li> <li>- When the GP of the child has assessed the symptoms to be consistent with Covid-19 infection, e.g. fever OR a new cough, shortness of breath, deterioration of existing respiratory condition OR symptoms of aguesia or dysgeusia (essentially loss of or changes to the sense of taste) and the person is referred for a test, at this point the person becomes a suspected Covid 19 case and household members including siblings should be withdrawn from school by their parent or guardian.</li> <li>- Where no evidence of Covid-19 is detected by the test, the child should remain at home only until he or she is clinically well enough to return to school (unless specifically requested by HSE to do otherwise). In particular, all diarrhoea symptoms need to have been resolved for 48 hours prior to return to school. Household members can return to school immediately following the receipt by the parent or guardian or staff member of a “not detected” result.</li> <li>- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>✓ If a staff member displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented: <ul style="list-style-type: none"> <li>- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal or LWR and go to the isolation area.</li> <li>- A face covering will be provided to the staff member who is symptomatic.</li> <li>- The staff member who is symptomatic should maintain a 2 metre distance from others if possible and avoid touching people, surfaces and objects.</li> <li>- The staff member should be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin.</li> <li>- Staff members who are symptomatic and well enough to drive should drive home.</li> </ul> </li> </ul>	
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			<ul style="list-style-type: none"> <li>- If the staff member is not well enough to go home, they should wait in the isolation <b>area</b> room away from others, mindful of the need to observe good respiratory and hand hygiene.</li> <li>- Arrangements will be made for the staff member to be transported home by a family member, as soon as possible.</li> <li>- If the staff member needs to use the bathroom they should wipe contact surfaces, e.g., taps and clean their hands after attending the toilet.</li> <li>- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms.</li> <li>- If the staff member is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.</li> <li>- <b>When the GP of the staff member has assessed the symptoms to be consistent with Covid-19 infection, e.g. fever OR a new cough, shortness of breath, deterioration of existing respiratory condition OR symptoms of aguesia or dysgeusia (essentially loss of or changes to the sense of taste) and the person is referred for a test, at this point the person becomes a suspected Covid 19 case.</b></li> <li>- <b>Where no evidence of Covid-19 is detected by the test, the staff member should remain at home only until he or she is clinically well enough to return to school (unless specifically requested by HSE to do otherwise). In particular, all diarrhoea symptoms need to have been resolved for 48 hours prior to return to school. Member can return to school immediately following the receipt of a “not detected” result.</b></li> <li>- <b>When a case has been confirmed (pupil or staff), the Medical Officer of Health and teams will liaise directly with the school and inform them of the confirmed case as necessary and will undertake a Public Health Risk Assessment to inform any further actions and recommendations.</b></li> <li>- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.</li> <li>- <b>Core to this assessment will be the likelihood of onward transmission from the confirmed case and will be informed by an urgent discussion with the school to establish any appropriate isolation for identified staff or pupils.</b></li> </ul> <p>✓ The HSE will inform any staff/parents of pupils who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.</p>	
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			<ul style="list-style-type: none"> <li>✓ The definition of close contacts within a school will be variable and determined by a risk assessment that will take account of individual factors within each class. It will not be automatically assumed that a whole class will be deemed as close contacts. Close contacts will be directly notified by the HSE and advised to restrict their movements and present for testing on day zero and day seven. Close contacts will restrict their movements for 14 days even in the event that Covid 19 is not detected in both of these tests.</li> <li>✓ There is no blanket policy to test entire classes. The testing strategy will be aligned to the Public Health Risk Assessment which may recommend widespread swabbing within a class or school under HSE mass testing procedures.</li> <li>✓ In the event of an outbreak, Public Health will determine between a range of possible interventions, from exclusion and testing of a small group or pod of pupils up to and including closure of the school.</li> <li>✓ Leitrim N.S is required to have a summary of key information to assist Public Health in their Public Health Risk Assessment ready to be provided on request.</li> <li>✓ A brief description of the school (type, numbers of staff and students and special features).</li> <li>✓ A list of staff and students with appropriate contact telephone numbers.</li> <li>✓ A broad description of classrooms.</li> <li>✓ An outline of the staff and student’s movements around the school, between lessons and breaks.</li> <li>✓ An up to date list of “pods” and “bubbles”.</li> </ul>	
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### Mental Health and Well-Being

Identified Risk	Persons Affected	Risk Assessment	Control Measures	Action Implementation
Anxiety Stress	Pupils Staff	Medium	<ul style="list-style-type: none"> <li>✓ There will be a strong focus on the recommended five principles to support the well-being of all pupils and staff. These are promoting: <ul style="list-style-type: none"> <li>- A sense of safety</li> <li>- A sense of calm</li> <li>- A sense of belonging and connectedness to school</li> <li>- A sense of self-efficacy and school-community efficacy</li> <li>- A sense of hope</li> </ul> </li> </ul> <p><b>Pupils</b></p>	Board of Management Principal Staff

			<ul style="list-style-type: none"> <li>✓ Listening to children’s concerns and answering their questions in an age-appropriate manner.</li> <li>✓ Ensuring not to overwhelm pupils with too much information.</li> <li>✓ Encouraging pupils to express and communicate their feelings.</li> <li>✓ Discussing the different reactions that pupils may experience and explaining that these are normal reactions to an abnormal situation.</li> <li>✓ Emphasising that children can do a lot to keep themselves and others safe.</li> <li>✓ Explaining the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people, etc.).</li> <li>✓ Teachers/SNAs to be alert and responsive to signs of distress.</li> <li>✓ Continuum of support will be used to provide more targeted support to pupils where needed.</li> <li>✓ Mindfulness will be incorporated into SPHE.</li> <li>✓ Balance to be maintained between well-being, socialisation, learning, and health and safety issues.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>✓ Support for school staff well-being will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team.</li> <li>✓ An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and well-being of employees in the workplace, with a strong focus on prevention.</li> <li>✓ The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of ‘Well-being Together: Folláinne Le Chéile’.</li> <li>✓ A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.</li> </ul>	
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**Sources:**

DES COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools (Aug 2020)

HPSC: Schools Pathway for Covid-19 – The Public Health Approach (Aug 2020)

**Advice during Covid-19 – Back to School – Advice for Parents (25<sup>th</sup> August 2020)**

DES COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools (July 2020)

DES Planning for Reopening Schools in line with the Roadmap for Reopening Society and Business (June 2020)

HSE/HPSE COVID-19 Interim Recommendations for the Reopening of Schools and Educational Facilities (June 2020)

IPPN Submission to the DES: Full Re-opening of Schools after COVID-19 Mandated Closures (May 2020)

National Principals’ Forum: Properly Planning for Reopening Schools (June 2020)

**Declaration of Sight**

I have read and understand the contents of this document.

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