

**Scoil Mhichil Naofa,
Galmoy,
17222M**

COVID-19 RESPONSE PLAN

This a working document and will be reviewed regularly and when required, in line with DES and HSE Public Health Advice.

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Scoil Mhichil Naofa COVID -19 Policy Statement

Scoil Mhichil Naofa is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with all stakeholders
- provide up to date information to all stakeholders and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning procedures in line with Department of Education advice

All stakeholders will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative, Ms Bridie Dowling who will be supported by school management and the Board of management in line with the agreement between the Department and education partners.

Guidelines for staff

Work is a key part of life and while we want to return to work as soon as possible, it must be done so safely. The school has consulted all documents from DES thoroughly, completed a risk assessment and have put guidelines in place. Health and safety for staff and pupils is paramount and the measures implemented are to

- a) Minimise the risk of introduction of infection into the school
- b) Manage the risk of it spreading through:
 - i. Regular and good hand hygiene
 - ii. Good respiratory hygiene and coughing etiquette
 - iii. Enhanced cleaning regimes and
 - iv. Maintaining physical distancing in the classroom and within school

Awareness and Minimising Risk of Introduction of Covid- 19

Managing risk of spread if introduced by the following:

- 1. Exclusion of pupils, staff and visitors who are unwell
- 2. Regular hand hygiene
- 3. Maintaining physical distancing
- 4. Application of respiratory hygiene and cough etiquette
- 5. Environmental hygiene

Awareness

1. Promote awareness with posters, email and text communication
2. Advise staff members if they do have symptoms of Covid 19 (Fever, loss of taste or smell, cough, difficulty breathing/shortness of breath) do not attend work
3. Advise staff not to present for work if they have been identified by HSE as a contact of a person with Covid-19
4. Notify LWR immediately if anyone displays symptoms of Covid –19.
5. Advise parents not to bring children to school if they have symptoms of Covid-19 or have been in contact with person with Covid-19.

Respiratory Etiquette and Hygiene

Hand hygiene: Staff and pupils should understand why hand hygiene is important, when and how to wash their hands. Hand washing amongst staff and pupils several times a day. Hand sanitizers at all entry and exit points, entry into staff room and at photocopiers.

PPE: All staff to receive PPE packs to model good hygiene and to remain safe when interacting with others. SNAs will receive more PPE e.g. aprons & extra gloves, as they interact closely with pupils for care needs. Staff who are unable to maintain two metres social distancing in their classrooms are advised to wear face masks or visors as appropriate.

Awareness: In line with DES instructions, there will be substantial floor marking, posters in common areas and age-appropriate posters in the classrooms.

Changes to arrival and dispersal of pupils

Arrival of pupils

Parents should drop their children to the gate and continue on, leaving room for other parents to approach. Staggered drop-offs will be used based on alphabetical order. Children will arrive at the following times:

Classes	Drop off	Collection
Junior, Senior Infants	9.05am	2pm, 2.55pm*
1 st , 2 nd & 3 rd	9.05pm	2:58pm
4 th , 5 th & 6 th	9.05pm	3.02pm

Parents will be required to leave pupils at the gate, with the exception of parents of Junior Infant pupils (along with siblings) who can drop pupils at the door of the infant classroom. Pupils will go directly to their classroom and sanitise hands on entry.

Updated entry and exit points to minimize the mixing of class groups 'bubbles':

Entry doors for morning arrival	
Junior Infants, Senior Infants, 1 st	Infant classroom door at rear of school
4 th , 5 th , 6 th	Old school entrance
1 st , 2 nd and 3 rd	Front door

These entry procedures will mean that all pupils are entering their classrooms on a one-way system, therefore eliminating class bubble mixing.

Lunchtime / Yard dispersal

Yard Arrangements: All classes will have their own allocated section of the yard to play in and line up in.

Exits to yard: Each class group accesses yard through a specific door.

Procedure for parent pickup.

Junior & Senior Infants

Pick up points will be in at the doors. Parents are asked to adhere to social distancing at all times when in the school yard.

1st & 2nd Class, 3rd – 6th class:

Pupils will walk out through the gate and meet parents at designated front of school location.

Classroom Environment and Social distancing

This is based on two categories; increasing separation and decreasing interaction.

Classrooms

1. Classes are known as bubbles and these will not mix with other bubbles, where possible.
2. It is recognised that younger children are unlikely to maintain physical distance within indoors, therefore it is not mandatory for Junior Infants – 2nd classes.
3. Within the bubbles, the pupils will be divided into pods. There will be 4-5 children in each pod. There will be 1m distance between individual pods within the class bubble and children will be placed as far away from each other within their pods. Tables have an allocated space for each child.

Staff

1. To the greatest extent possible, staff will be consistently working with and supervising the same class bubbles and pupils.
2. Social Distancing will be implemented amongst staff common areas such as staffroom, offices, photocopiers and toilet facilities. **Maximum capacity will be displayed on each door.**
3. Team teaching activities will take place in a controlled environment with no more than 2 adults in a room at the one time. To the greatest extent possible, pupils and teaching staff should consistently be in the same class bubbles, however we must recognise that this will not be possible at all time.

Wellbeing of staff

Workspaces

1. Class teacher's desk will be 1 metre from pupils in both class and SET settings.
2. When more than one staff member is working in a room they will keep 1m and if possible 2m from each other.
3. If required to work closely with pupils, teachers will have adequate PPE and practice good hygiene and respiratory etiquette.
4. Staff who are unable to maintain two metres social distancing in their classrooms are advised to wear face masks or visors as appropriate.

Wellbeing

1. Lead Work Representative (LWR), Ms Bridie Downling will be responsible for supporting school staff in collaboration with the school principal Mr Thomas Percy, through being aware of supports from DES, HSE and agencies such as PDST, EAL and NEPs.
2. Following HSE advice on strategies to build collective staff wellness and resilience.
3. Staff will complete Pre-Return to work questionnaire.

4. All staff are required to read Circular 49/2020 https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf . This was sent alongside Return to Work Questionnaire.
5. Clear procedures for those who develop symptoms or school closures.

Working with children with special educational needs

Learning

1. IEPs and Support plans will be drafted when the children have been given adequate time to settle back into school life, establish a routine and rebuild relationships with their classmates and relevant school staff.
2. DES procedures on wellbeing and learning will be adhered to.
3. For pupils who are unable to hand wash independently, they should be assisted by staff.

Social Distancing

1. Where social distancing is not possible, staff are advised to wear face masks or visors as appropriate.
2. Some pupils with SEN may be allocated their own workspace
3. Pupils from the same class/bubble will work with the same support teacher, where possible.

Use of equipment: If a pupil uses equipment e.g. laptop, sensory equipment, this will be individual to them and cleaned as appropriate.

Guidelines for use of shared spaces

Shared spaces – GP Room

1. There will be timetables for use of all shared areas. PE will be completed outdoors.

2. Unnecessary clutter will be removed from all areas
3. Cleaning between use of the rooms will be carried out and PE equipment will be sanitised after use.
4. Staff and children will perform hand hygiene before and after use of these areas.
5. These areas will be cleaned daily.

Guidelines for use of shared equipment

Classroom Bubble Equipment

1. Minimise equipment sharing and clean shared equipment between use by different people.
2. The belongings for each pod will be kept together.
3. Equipment, where possible, will be allocated to individuals. All children will have a folder and storage box with their writing & art materials. This will stay at school.
4. Shared equipment such as toys will be cleaned / quarantined on a regular basis.
5. Library books can be distributed on a weekly basis.

Shared equipment

1. Children should be encouraged to perform hand hygiene after using any shared item.
2. To the best extent possible, music equipment should not be shared and if sharing is required, the instruments should be cleaned between use.

Changes to staff room

Social Distancing in staffroom

1. Staggered staff break times come into effect forthwith..
2. Strictly only 3 staff members will be allowed in the staffroom at any one time.
3. Tables must be wiped down with antibacterial wipes after use at each break.

Hand hygiene

1. Staff are encouraged to wash their hands several times during the day.
2. Sanitiser point on entry into staffroom.

Environmental factors

1. Fridge is permitted to be used
2. No belongings e.g. lunch bags to be left in the staffroom
3. Staff are must bring their own cutlery/cups and bring them home with them
4. All tables to be cleared after each sitting
5. Staffroom to be cleaned between each sitting.

Visitors

1. Visitors must make prior arrangements with prior approval of the principal and LWR must be informed.
2. Visitors with appointments enter using the main door.

3. Physical distancing must be maintained. Maximum occupancy in office will be two people.
4. Contact tracing log must be completed.
5. There will be no drop offs of forgotten items from home and also no returning to the school building after leaving for items left in class. There will be no *Lost and Found* basket. A box will be left at the front of the school where parents can leave items their child forgot to bring with them. All personal belongings must be clearly labelled.

First Aid procedures

1. First Aid Guidelines will be in line with Covid-19 Health Guidance.
2. Basic First Aid can be carried out with the same good practice guidelines. In line with Covid 19 risk staff carrying out first aid need to practice good hand hygiene and wear PPE e.g. gloves, face covering and aprons. Where possible close contact will be minimised.
3. If a child presents with symptoms of Covid, procedures for response to be followed (see below)

Very high risk staff and pupils

Very High risk staff

1. In order to return to work all staff must read Circular 49/20 and complete Return to Work form at least three days before returning.
2. Staff member to consult with their health professional e.g. GP and HSE website for advice.
3. Employee should self-declare if they are a high risk or very high risk to the principal.
4. Procedure in Circular 49/20 will be adhered to.

Very High risk students

1. School must provide for very high risk pupils who cannot attend school for health reasons related to Covid 19.
2. Additional supports will be provided for these pupils through designated class and support teacher.
3. The pupil will avail of learning platform used by Scoil Mhichil Naofa.

Procedure for suspected case of staff or a pupil feeling unwell

1. Please consult the relevant checklist of this document.
2. The resource room on the senior side of the school will be the isolation room
3. Principal Thomas Percy is to be notified.
4. Principal will accompany child or staff member to the isolation room via the shortest route. Social Distancing to be implemented and PPE to be worn.
5. See checklist for protocol in arranging affected person to leave school premises
6. Isolation Room to be cleaned after each use
7. Shared areas that have been used by the person to be thoroughly cleaned as soon as practically possible.

Lead Worker Representative Posts

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. These arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Primary Schools (available on the Department of Education website).

1. Collaborative Approach

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies with the Board of Management and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return-to-Work Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

2. Role of the Lead Worker Representatives

The role of LWR is separate to that of the Safety Representative under the Health and Safety legislation.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with **the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.**

8. Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR or assistant LWR (or is notified to either person by a staff member), this person should bring this to the attention of the Principal. Action points for addressing the issue should, where possible, be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible. If agreement cannot be reached, the LWR should notify the Board of Management Chairperson: Gerard Maher. Action points for addressing the issue should where possible be agreed between the LWR and the BoM as a matter of urgency. Staff should be informed of the outcome. If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of Covid-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19, but the Safety Representative may act as the LWR if selected to do so by the staff.

Scoil Mhichil Naofa COVID -19 Risk Assessment

Scoil Mhichil Naofa , Galmoy, 17722M

Risk Assessments to minimise the risk of being exposed to Covid-19

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 Scoil Mhichil Naofa 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. Projects 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
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Staff	<p><u>Spread of Covid-19 virus</u></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 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.</p> <p>The staff 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.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and frequent updates to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required 	Negligible	Board of Management Principal Staff
<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>		

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	<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 BoM will ensure that all staff, pupils, visitors, contractors and members of the public can wash their hands regularly. Warm water or Emulsifying soap with cold water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <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 or sneezing.✓ Put used tissues into a bin and wash their hands✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants, and will ensure all products are stored safely and securely. No employees, pupils or visitors to the school are permitted into the school building 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	Requires monitoring	Board of Management Principal Staff Visitors

		<p>Any Staff Member or pupil displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member or pupil living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>Any staff member or pupil 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>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p>		
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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

Who may be affected?	Identified Risks	Hygiene (continued)	Risk Rating with controls	Action implementation
		Controls		

<p>All staff Pupils Visitors Contractors Public</p>	<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 will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff and students 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 staffrooms at break times-max 3 staff members at any time in staff room. ✓ 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. 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
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		<p>✓ Staff / Ms Bridget Sweeney uses 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</p>		
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<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 (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>
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(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

<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>
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Assessor's Name:

Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
All staff Pupils Visitors Contractors Public	<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 	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ physical spacing (2 (staff) 1 (students) metres where possible) for work stations and common spaces, such as entrances/exits, lifts, staffrooms, stairs, where congregation or queuing of staff or students might occur ✓ Break times will be staggered and school supervision procedures must be strictly adhered to. Team A and B comprising of 2 staff members on each team. 30 children per break time on yard. ✓ Juniors-1st: 10:50 – 11:00, 12:40:12:55 	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

Identified Risks

Social Distancing

Controls

**Risk Rating
with
controls**

Action implementation

All staff
Pupils
Visitors
Contractors
Public

Spread of Covid-19 virus

Persons currently deemed most at risk of complications if they catch the coronavirus are:

- 60 years of age and over
- have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer
- pregnant women

Known effects of the coronavirus:

- A fever (high temperature of 37.5 degrees Celsius or above)
- A cough - this can be any

Physical distancing is currently a key control measure in reducing the spread of infection.

The Board of Management will ensure that:

- ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school
- ✓ physical spacing (2 (staff) 1 (students) metres where possible) for work stations and common spaces, such as entrances/exits, lifts, staffrooms, stairs, where congregation or queuing of staff or students might occur
- ✓ Break times will be staggered and school supervision procedures must be strictly adhered to. Team A and B comprising of 2 staff members on each team. 30 children per break time on yard.
- ✓ Juniors-1st: 10:50 – 11:00, 12:40:12:55

Requires monitoring

Serious

Board of Management
Principal
Staff
Visitors

	<p>kind of cough, not just a dry cough</p> <ul style="list-style-type: none"> • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ 2nd -4th: 11:00 – 11.10 and 12:55 – 1.10 ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ Appropriate social distancing arrangements will be in place throughout the facility ✓ Meetings of staff will take place in the middle room to allow adequate social distancing. ✓ 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 ✓ Secretaries office – limited to one visitor at any one time ✓ Management meetings – at a distance in a large space ✓ Gathering staff in classrooms – minimised to teaching necessities ✓ All staff with be required to wear face coverings or visors while on school grounds. ✓ Parents/visitors/contractors will be asked to wear face coverings (where possible) while on school grounds. <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p>		
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		<ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice ✓ An exclusion zone for <2m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 		
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<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, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		

All staff especially cleaning 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>All cleaning will be undertaken in line with DES and public health guidance.</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✓ Ms Bridget Sweeney will be trained in the new cleaning arrangements✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves✓ System in place for the disposable of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc.✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use	Requires monitoring	Board of Management Principal Staff
<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, 2020</p>			<p><u>Assessor's Name:</u></p>	

Who may be affected?	Identified Risks	Office and administration areas	Risk Rating with controls	Action implementation
		Controls		

Staff	<p><u>Spread of Covid-19 virus</u></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 	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • 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. 	Requires monitoring	Board of Management Principal Administration staff
<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, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		

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 	<ul style="list-style-type: none"> ✓ The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. are required in some circumstances to address identified risks of spread of the virus. ✓ All staff will be required to wear appropriate PPE (Visor/face shield) while on the school grounds, this is in line with the most recent publications regarding PPE. ✓ PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. ✓ Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following ✓ Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html ✓ Face masks and visors will be provided to all staff. ✓ 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. ✓ *Face coverings are not recommended to be worn by children under 13 years. 	Requires monitoring	Board of Management Principal Staff
<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>		
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<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 to prepare 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 are recommended for staff when receiving or assisting in compiling resource packs:</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 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours in school library. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance • Each pupil (J1 – 4th class) will be allocated a plastic box/mesh folder for daily storage of all necessary books and copies • No books / resources will be shared between pupils or classes 	Requires monitoring	Board of Management Principal 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, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		

<p>All staff</p>	<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 	<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 ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery must be thoroughly cleaned and sanitised prior to use e.g. paper guillotine 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</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, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19	Risk Rating with controls	Action implementation
		Controls		

<p>Staff Pupils Visitors Contractors</p>	<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 will:</p> <ul style="list-style-type: none"> ✓ Appoint the principal to deal with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered, an additional isolation area will be the old building entrance corridor. The designated areas allow for isolating the suspected person behind closed doors and from other workers. <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(d) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(e) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p>		

(f) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>

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	<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>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>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.</p> <p>A disinfecting fogger will be used to spray contact surfaces with a specialist cleaning detergent with a 1:10 ratio for a 5 minute kill time.</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal</p>	<p>Serious</p> <p>Requires monitoring</p>	Board of Management Principal Cleaning staff
<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>		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued)	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors	<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>Laundry</p> <p>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air</p> <p>Clean and disinfect anything used for transporting laundry with your usual products , in line with the cleaning guidance outlined above:</p> <p>Waste Management</p> <p>Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied It should be put in a suitable and secure place and marked for storage until the individual's test results are known All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</p>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

<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> June, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Travel to and from work	Risk Rating with controls	Action implementation
		Controls		
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>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.</p>	Requires monitoring	All 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		
Assessment Date: June, 2020		Assessor's Name:		
Who may be affected?	Identified Risks	Dropping off and picking up of pupils	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	<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>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>Guidance issued to all parents by post prior to return detailing staggered entry and exit times and designated doors for each class to access the buildings</p> <p>Where pupils travel by bus the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.</p> <p>It expected that there will be pre-agreed staggered arrival times for school buses and cars.</p> <p>Parents/guardians will be encouraged to wait in the car outside of the school and to maintain social distancing and wear masks at all times as per display boards on view outside the building.</p> <p>Where SEN pupils are dropped off the accompanying adult should remain in the vehicle with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up.</p>	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers

<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> June, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Visitors to school	Risk Rating with controls	Action implementation
		Controls		

Staff Pupils Wider Community	<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 will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <p>Make a prior appointment before visiting the school</p> <p>Remain at home if they have any Covid-19 symptoms</p> <p>Follow the agreed Covid-19 protocols for the school</p> <p>Sanitise before entering the premises</p> <p>Attendance to be recorded on entry to building</p> <p>Wear PPE if instructed</p> <p>Adhere to social distancing requirements</p> <p>Not to loiter – complete their business and leave premises</p>	Requires monitoring	Board of Management Principal
<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>		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Management of deliveries and supplies to school	Risk Rating with controls	Action implementation
		Controls		

Staff Pupils Drivers Wider Community	<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 	<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 to drop off post/parcels etc to the main entrance. ▪ 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 egress points. 	Requires monitoring	Board of Management Principal Staff Delivery personnel
<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>		

Assessment Date: June, 2020

Assessor's Name:

Checklist for School Management of Scoil Mhichil Naofa

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	Yes
2. Have you appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?	Yes
3. Have you advised staff as to who has been appointed to the position of LWR?	Yes
4. Have you prepared a school COVID-19 response plan and made it available to staff and students?	Yes
5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	Yes E-mail, text and Aladdin App
6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	Yes
7. Have you told staff and students of the purpose of the COVID-19 contact log?	Yes
8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?	Yes
9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?	Yes
10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?	Yes
11. Have you updated emergency plans, in particular to take account of the COVID response plan?	Yes

Staff

1. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?	Yes
2. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?	NA
3. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19 ?	Yes
4. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?	Yes
5. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	Yes

Training and Induction

1. Have you advised staff and students to view the Department of Education's training materials which are available online?	Yes
2. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?	Yes
3. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate?	Yes

Buildings / Equipment

1. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	Checked
2. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	Checked
3. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?	Checked
4. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?	Yes

Control Measures in place

Hand / respiratory hygiene

1. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools , from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.	PPE has been ordered and delivered.
2. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	Yes
3. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	Yes
4. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?	Yes
5. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	Yes
6. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	Yes

7. Have you informed staff and students about the importance of hand washing?	Yes
8. Have you arranged for staff and students to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	Yes
9. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	Yes
10. Have you displayed posters on how to wash hands correctly in appropriate locations?	Yes
11. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes: <ul style="list-style-type: none"> a) before and after eating and preparing food b) after coughing or sneezing c) after using the toilet d) where hands are dirty e) before and after wearing gloves f) before and after being on public transport g) before leaving home h) when arriving/leaving the school /other sites i) after each class j) after touching potentially contaminated surfaces k) if in contact with someone displaying any COVID-19 symptoms 	Yes
12. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including? <ul style="list-style-type: none"> a) avoid touching the face, eyes, nose and mouth b) cover coughs and sneezes with an elbow or a tissue c) dispose of tissues in a covered bin 	Yes

Physical Distancing:

1. Have you identified all available school space to be used to maximise physical distancing?	Yes
2. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	Yes
3. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	Yes
4. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?	Yes
5. Have you arranged in each room that students would be 1 metre away from each other?	Yes, where possible
6. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?	Yes
7. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?	Yes
8. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	Yes, where possible
9. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?	Yes
10. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?	Yes
11. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?	Yes
12. Have you arranged where possible that different class bubbles have separate breaks and separate areas at break or meal times?	Yes
13. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	Yes
14. Have you encouraged walking or cycling to school as much as possible?	Yes
15. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	Yes

16. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	Yes
17. Have you a system to regularly remind staff and students to maintain physical distancing?	Yes
18. Have you advised staff and students not to shake hands and to avoid any physical contact?	Yes

Visitors to Schools

1. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	Yes
2. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	Yes
3. Have you 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 ?	Yes

Checklist Lead Worker Representative

Checklist of questions in line with the protocol at ‘Lead Work Representative’ section above, as agreed between the Department and management bodies.

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for <i>lead worker representative/s in schools that has been agreed centrally and is to be implemented locally</i>).	Yes
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (<i>Training for this role is currently being explored with the HSA</i>).	Yes

3. Are you keeping up to date with the latest COVID-19 advice from Government?	Yes
4. Are you aware of the signs and symptoms of Covid – 19? https://www2.hse.ie/conditions/coronavirus/symptoms.html	Yes
5. Do you know how the virus is spread? https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html	Yes
6. Do you know how to help prevent the spread of COVID-19?	Yes
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?	Yes
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?	
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
10. Have you completed the COVID-19 return-to-work form and given it to your school? <i>(DES template Return-to-Work form available)</i>	Yes
11. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? <i>(Checklist for School Management available)</i>	Yes

12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol	Yes
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?	Yes
14. Are you co-operating with your school to make sure these control measures are maintained?	Yes
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (<i>Checklist for Cleaning and Disinfection available</i>)	Yes
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes
17. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	Yes
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Yes
20. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (<i>Checklist for dealing with suspected case of COVID-19 available</i>)	Yes

21.	Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?	Yes
22.	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Yes
23.	Are you helping in maintaining the staff and student contact log?	Yes
24.	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	Yes
25.	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Yes
26.	Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?	Yes
27.	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?	Yes
28.	Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?	Yes
29.	If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?	Yes
30.	If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?	n/a

Checklist for Cleaning

Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?	Yes
Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular Section 5.6 Environmental Hygiene ?	Yes
Have you explained the need for the enhanced cleaning regime to staff and students?	Yes
Are you aware that cleaning is best achieved using a general purpose detergent ad warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?	Yes
Have you sufficient cleaning materials in place to support the enhanced cleaning regime?	Yes
Have you provided training for cleaning staff on the enhanced cleaning regime? (<i>DES intends to provide online training for cleaning staff</i>)	Yes
Have you made arrangements for the regular and safe emptying of bins?	Yes
Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?	Yes
Are you aware that each school setting should be cleaned once per day?	Yes

<p>Have you in place a system for regular cleaning of the following frequently touched surfaces?</p> <ul style="list-style-type: none"> • Door handles, • Hand rails • Chairs/arm rests • Communal eating areas • Sinks • Toilets facilities 	Yes
Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?	Yes
Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.	Yes
Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens	Yes
<p>Have you put in place a written cleaning schedule to be made available to cleaning staff including:</p> <ul style="list-style-type: none"> • Items and areas to be cleaned • Frequency of cleaning • Cleaning materials to be used • Equipment to be used and method of operation 	Yes
Details of how to clean following a suspected case of COVID-19 are at <i>Section 7 of the Plan above.</i>	
If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?	Yes

If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?	Yes
Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? <i>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</i>	Yes
Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?	Yes
Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?	Yes

Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

The LWRs and Principal will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?	Yes
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.	NA
3. Is the isolation area accessible, including to staff and students with disabilities?	Yes
4. Is the route to the isolation area accessible?	Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?	Yes
6. Are the following available in the isolation area(s)? a) Tissues b) Hand sanitiser c) Disinfectant/wipes d) Gloves/Masks e) Waste Bags f) Bins	Yes

Isolating a Person

1. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?	Yes
2. Are staff familiar with this procedure?	Yes
3. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)	Yes
4. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	Yes

Arranging for the affected person to leave the School *(This checklist to be displayed in isolation room)*

1. Staff – have you established by asking them if the staff members feel well enough to travel home?	
2. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.	
3. The affected person should be advised to avoid touching other people, surfaces and objects.	
4. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.	

5. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	
6. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	
7. Has the affected person been advised they must not use public transport?	
8. Has the affected person been advised to continue wearing the face mask until they reach home?	

Follow up

Have you carried out an assessment of the incident to identify any follow-up actions needed?	
Have you advised the LWR of the incident in accordance with the agreed protocol?	
Are you available to provide advice and assistance if contacted by the HSE?	

Cleaning *(This checklist to be displayed in isolation room)*

1. Have you taken the isolation area out-of-use until cleaned and disinfected?	
2. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?	

3. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?	
4. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? <i>(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)</i>	

Scoil Mhichil Naofa Contact Tracing Log

Name of School	Scoil Mhichil Naofa	School Contact Person		Caroline Phelan-Secretary Thomas Percy- Principal
Address of School	Galmoy, Co.Kilkenny	For Queries only: Phone No		
		Email		principa@smngalmoy.ie
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit		Time	Entry to school __ am/pm	Exit from school __ am/pm
Visitor Status	Contractor <input type="checkbox"/>	Parent/ Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			

Who the visitor met (separate line required for each person the visitor met)	
Name of Person visited	Length of time spent with each person in the school

Scoil Mhichil Naofa Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Employee Name: _____ Date: _____
Name of School: Scoil Mhichil Naofa Name of Principal: Thomas Percy

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____ (Employee)

Signed: _____ (Principal) _____ (Chairperson) _____ (Date)