Kilcornan N.S.,
Kilcornan,
Co. Limerick.

Kilcornan National School Risk Assessment September 2021

Risk Assessment			Date: September 2021	
	Level	**Risks**	**Control measures**	**Personnel responsible**
Morning Assembly	**H**	Pupils interacting with other pupils Parents not social distancing at gate Parents dropping pupils early Parents late Pupils congregating at main doors and hand sanitisers Pupils not queuing to hang up coats Pupils not hand sanitising Pupils not sitting in their own seats on entry Pupils reluctant to enter school unaccompanied	**Protocols for Daily Morning Assembly:** At 9.10am the main gate (1) will be opened for pupils to enter the school. Parents are requested not to drop children off before 9.10. They will walk directly into their classrooms, assisted by principal, SET teachers and SNA's. Pupils from Third Class and 4th/5th Class will enter the prefabs (Doors 4 and 5) via their specified route. They will walk past the staff room door and into their rooms. Pupils from 6th Class will enter their classroom via the specified route. They will walk past the Second Class windows and will enter the school via the front N69 Door (Door 3). This will be supervised by the class teacher/SNA. Pupils from Junior and Senior Infants, Senior Infants and First Class and Second Class will enter the school via the main front door (Door 2). Pupils will sanitise their hands upon entry to each classroom. On entering the classroom the children will take their assigned seats. Coats will be hung on the back of each chair or can be placed in the pupils' schoolbags. Parents will not enter the yard and will walk pupils, adhering to social disctancing, to the school gate Teachers to teach -correct entry protocols -entering and leaving the school	Parents All Staff Pupils

			-sanitising of hands on entry -how to use elbows for door handles -rules re hand hygiene/respiratory hygiene, staying in seat -yard protocols	
Dismissal	H	Social distancing not being maintained by parents Pupils congregating at school gate and in hallways Late pick ups Pupils going to after school Activities: Speech and Drama/ Homework Clubs	**Daily Dismissal:** 1.55 – Junior and Senior Infants will be walked to school gate by the teacher for collection from Door 2 2.00 – Senior Infants will be walked to school gate by the SNA for collection from Door 2 2.40 – First Class (Mrs. Gleeson) will be walked to school gate by the teacher for collection from Door 2 2.45 – Second Class (Ms. Moloney) will be walked to school gate by the teacher for collection from Door 2 2.50 – Third Class will be walked to the school gate by the teacher for collection from Door 4 2.55 – Fourth and Fifth Class will be walked to the school gate by the teacher for collection from Door 5 3.00 – Sixth Class will be walked to the school gate by the teacher for collection from Door 3 This will be rotated each half term to ensure each pupil gets maximum teaching time **Actions to be carried out:** The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child. The principal will liaise with the Afterschool Club to inform them of collection times. In exceptional circumstances pupils will proceed to a designated Late Line up area and will be supervised by Teachers/ SNAs.	All staff Pupils
SEN	H	Size of the rooms. Mixed groups Special Education Teachers have much higher exposure - Mixed groups -EAL/ Lit/Num/EBD	**Risk Assessment SEN** Smaller groups will be created where possible. Pupils from the same class only if possible will be taken together. Timetabling of SEN classes to be amended to take account of staggered breaks. Sanitisers will be placed in communal areas around the school	Special Education Teachers

		Use of materials/resources Pupils with mobility difficulties/ flight risks Tactile children	A sanitiser will be placed outside the SEN room and pupils must sanitise before entering it. Perspex shields and masks are available if teachers are engaged in table top activities. Teachers are advised not to stoop down to pupils if possible. Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc. After each group, a teacher will use sprays and cloths to wipe down desks and door handles Where possible desk/book shelves on wheels to be removed. The principal will discuss with parents the possible risks/ requirements of those with underlying conditions Class teachers are to give the principal names of children with high risk conditions. Staff will conduct lessons on the use of sanitisers and all relevant protocols.	All Staff
Junior **Classes**	**H/M**	Size of rooms Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Libraries/Toys Assembly/Dismissal Corrections of homework Movement breaks	Pupils will be seated in pods, within their bubbles, where possible Furniture will be removed if necessary Pupils to use their own materials–No sharing of personal equipment -glue sticks, rubbers etc... Toys will be divided between pods Toys will be cleaned regularly Library will only be used by class teacher for story time Pupils will sanitise on entering the class, before and after lunch breaks and before leaving the school Teachers to restrict pupil movement around the room as much as possible Pupils will hang their coats on the back of their chairs or place them in their schoolbags Markings will be on the floor near teacher desks beyond which a child should not go so as to maintain distance between teacher and pupils in class Use of Perspex screens/ visors for teachers at risk or teachers in close contact with pupils. All pupil resources should clearly be labelled. Parents to be requested to do this. Teachers also have to sanitise hands regularly if correcting copies. Use of two homework copies will be used Lessons to cover all of the protocols to be taught in September If a child is sick in the classroom: if SNA is present, they will take the child to the reception area/isolation area	Class Teachers SNA's Principal Parents

Breaks	H	Pupils not staying in their own designated areas Shortage of space/ Social distancing Pupils not entering/exiting correctly Opening lunches/packets/ holding of foods Water bottles Children -asthma Accidents Children with toileting difficulties Footballs/basketballs Bringing in of children from the yard if sick/hurt Ventilation	Posts and chains have been purchased to divide the school yard into 3 distinct sections 4 sections will be used for Group 1 from August 2021 in order to allow Senior Infants to play together in the yard These will also be used to create 2 walkways for pupils entering and exiting their classrooms Breaks and lunches have been staggered in order to alleviate congestion in the yard and corridors The staggered breaks will take the format of: <u>Junior Infants/ Senior Infants/ First Class/Second Class (Group 1)</u> 10.45 – Break time 10.55 – 11.00 Return to class 11.00 – Class resumes 12.25 – Lunch time 12.55–1.00 – Return to class 1.00 – Class resumes <u>Third Class/Fourth and Fifth Class/Sixth Class (Group 2)</u> 11.00 – Break time 11.10 – 11.15 Return to class 11.15 – Class resumes 1.00 – Lunch time 1.30 – 1.35 Return to class 1.35 – Class resumes SNA's and secretary will socially distance in the staff room for no more than a period of 10 minutes (Break) and 15 minutes (Lunch) Teachers, Principal and Special Education teacher will rotate yard duty between their designated break times. Teachers are to sanitise hands if asked to open items by the children. Parents have to fill water bottles at home. Pupils are not to sit on railings outside of office or main gate Lessons to be completed on: Maintaining social distancing -Hand hygiene -Food hygiene No sixth class pupils will mind the younger classes during wet play Children sanitise hands before and after use and going out to the yard.	Principal All Staff Staff to teach lessons on the various protocols

			Children who need inhalers may request it from the teacher on yard duty. The child will be asked to take their inhaler out of the designated sealed bag themselves, to avoid contamination. First Aid kit is available for the yard Staff will carry mini sanitiser with them while on yard duty No basketballs or footballs to be used on yard **Sick/ Injured children:** If a child becomes sick or injured the yard teacher will evaluate the child and if she/he deems it necessary for follow up investigations on the child, the following protocols will apply – A chair will be placed outside Door 2 and the child will be tended to there if possible. (If children are indoors, the chair will be placed in the reception area) The child will sit here and can be supervised by the teacher/SNA on yard duty If the child needs further attention, the school secretary will ring the child's parents for collection **Ventilation** As per new guidance from the Department of Education and Skills, prior to re-opening, ventilation will be increased in the school. Windows will be opened as fully as possible during break times and after school (when classroom are not in use) and will be partially opened when classrooms are in use. Pupils are encouraged to bring/wear extra layers of clothing during cold weather periods. The Department of Education will also be providing all schools with CO2 monitors in the coming term	
Toilet	H	**Students:** Social distancing in the toilets Pupils not washing hands Different classes using the toilets at the same time SNAs needed to help with toileting Toilet cleaning Ventilation	Parents encouraged to get children to go to toilet before coming to school/wash hands Teachers in prefabs will ensure only 1 pupil at a time uses the toilet 10 new hand soap dispensers have been purchased for all toilets Signs will be placed on outside toilet doors Signs will be placed on toilet doors in the main school building to separate class groupings: Girls Toilets (Door 1: Juniors/Seniors, 2:First/Second and 3:Sixth Class) Boys Toilets: (Door 1: Juniors/Seniors 2:First/Second and 3:Sixth Class)	Principal Staff on yard duty

			Pupils to use elbows to open doors where possible, to sanitise before and wash hands after using the toilet Teachers to put up signs in toilets reminding pupils to wash/sanitise hands All toilets will be labelled clearly to avoid confusion Pupils will not be allowed back in to use the toilets during break times. The outside toilets must be used for this There is a designated toilet for staff in the main school building and in the old prefab Pupils with toileting needs will be changed in the old prefab. This will involve pupils being taken from his/her classroom to this location by two SNA's Lessons on toilet hygiene to be given by staff New cleaners have been employed to clean toilets daily Windows will be left open in the toilets in order to increase ventilation in the school, as per updated guidelines	
Staff room breaks	M	Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/ water	Those in the high risk category ideally should remain in their own rooms There will be staggered small breaks and lunch The staffroom layout will be reconfigured to maximise usage while maintaining required social distancing Staff will use their own utensils as much as possible. They will bring them into school and bring home to wash. A dishwasher has been purchased for the staff room to facilitate the washing of general kitchen items and plastic Infant toys Maximum numbers in the staffroom -currently 5 people Staff will spend no longer than 15 minutes eating together in the staff room Staff to ensure that their own area has been cleaned up after use. Staff to maintain social distancing while using the microwave/hot water. Staff to sanitise before and after using any items SNA Break 1: 10.35 Group 1 Break: 10.45 Group 2 Break: 11.00	Principal All Staff

			SNA Break 2: 11.10 SNA Lunch 1: 11.55 Group 1 Lunch: 12.25 Group 2 Lunch: 1.00 SNA Lunch 2: 1.30	
General	H/M	Cleaning of school Social distancing in corridors Ensuring hand hygiene Uniforms Ventilation PPE	Cleaning of school has been increased from once a week to each day. Cleaners will enter school once pupils have exited. A deep clean of the school will take place prior to re opening Stickers will be placed on school corridor to ensure a one way system is in operation: Pupils will walk on the left at all times. Signs and further stickers promoting hand hygiene and social distancing will be displayed throughout the school A soap that emulsifies easily in water has been purchased for all toilets 10 new hand sanitiser dispensers have been purchased for each classroom and communal areas Safety screens have been purchased for each teacher's desk Each staff member will receive a pack containing face masks, visors, hand sanitiser, wipes and classroom cleaning materials Extra resources such as aprons, gloves, masks will be available in the school for all staff Posts and chains have been purchased to divide the school yard for staggered break times The school uniform system will continue as normal: Monday, Tuesday, Wednesday: Full Uniform. Thursday, Friday: School Tracksuit We would strongly encourage children to change out of their uniforms straight after school and not to enter shops etc... while wearing them Pupils are asked to bring their own labelled hand sanitiser to school. This will be kept in school and stored with the resources for your child's individual pod. Windows will be partially/fully opened throughout the day when classrooms are in use and will be fully opened at both break times and home time in order to increase ventilation as per new guidelines for returning to school CO2 monitors will be provided to the school by the DES in the coming term Medical grade masks will be provided for all staff and SNA's	

PE + **PE equipment**	H/M	Sharing of equipment Social distancing Equipment Coaches coming in and mixing between classes.	All pupils to sanitise hands before and after PE sessions GAA coaching – A decision will be made on this later in the school year Activities will primarily be outdoors- Athletics, Orienteering, Games and Dance will be focused on as they are primarily non-contact The sharing of sports equipment is discouraged but will be kept to a minimum where necessary Outdoor& Adventure resources: All resources may be printed off by teachers. Nothing is to be reused Gymnastics will be delayed until later in the year A decision on the aquatics strand for senior classes will be made in line with health and safety guidelines All pupils will use their regular entrance and exit routes when going to their P.E lesson	All Staff Pupils
Digital equipment (Ipads, laptops, interactive boards, cd players etc)	H/M	Sharing of devices between classes could lead to transference of virus Interactive whiteboard games that involve pupils using equipment Collection and return of trolley	All pupils to sanitise hands before and after use of devices Devices must be wiped down after use A teacher/SNA collects trolley at the start of the day/each session Trolley to be left in the school pre fab Teachers to work collaboratively on timetabling to minimise journey of trolley between classes during the day.	All Staff Pupils
Shared Maths/ Science /Music	H/M	Transference of virus through shared use	Pupils and teachers to sanitise hands before and after use of all materials that might be shared. Staff date the sign in/ out of resources so there are 72 hours between use in different rooms -Maths cupboards/science/PE/Staffroom resources/trolleys	Pupils Staff

resources cupboards		Lack of human resources/time to clean	Lessons on hygienic use of materials Choir and wind instruments are allowed indoors with adequate ventilation. Tin whistles will not be used this academic year.	
Class-room Libraries **Books/Copies**	H	Transference of virus through shared use	Classes will endeavour not to use class libraries Teachers will have access to their libraries for story time/research/resources If additional books are needed, resources may be shared amongst pods Books in the school library may be used, but they must be quarantined for 72 hours after use Importance of teaching kids not to root through the books as they are selecting one Lesson on hygienic use of materials If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage and they must sanitise before using	Pupils Teachers
After school Clubs	M	Pupils moving unsupervised at arrival and dismissal times Sharing of resources Mixing of pupils from different classes Staggered finishing times will affect clubs.	Club organisers to be responsible The afterschool club leader has been in contact with the school and plans for arrival and dismissal will be shared	Organisers Pupils
SNAs	H/M	Crossover from classes./Coughing/sneezing etc/toileting Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils PPE	Medical grade masks will be provided to all SNA's and staff. This is particularly important for SNA's who are in close contact with pupils for prolonged periods of time and those involved in intimate care needs Aprons/masks/visors/gloves/sanitisers are provided for all SNA's Back up supplies will be located in the photocopying room SNA's and teachers will sanitise hands leaving/entering all new environments Pupils can be taken in small groups throughout the day for movement breaks outside only	SNA's Parents.

Aistear	H	Size of room- confined space Using shared materials Children moving from station to station Cleaning of materials	No Aistear at the start of the year. This will be reviewed at a later date	Principal/ Board