



St Augustine's School Covid-19 Response Plan

- This document has been updated on February 9th, 2021 based on the current public health advice and guidance from the Department of Education & Skills (DES).
- This document is a live document and will be updated as further public health advice is received.

Board of Management (BoM)

St Augustine's school

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Tel: 01 2881771

Roll Number: 184990

Chairperson: Ms Marian Coughlan

Secretary to BoM: Mr David O' Brien

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in St Augustine's school.

The *Covid-19 Response Plan* details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills Plan for School Re-opening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol and to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in our school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our school requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents.

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Procedure for Returning to Work (RTW)**
- 7. Control Measures**
- 8. Dealing with a suspected case of Covid-19**
- 9. Staff Duties**
- 10. Covid-19 related absence management**
- 11. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify the school principal so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie, www.education.ie;

COVID 19 Policy Statement

St Augustine's school is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 our staff
- provide up to date information to our staff and pupils 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
- agree with staff, worker representatives who are easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills (DES)
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- 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 pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

All school staff 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 Mr John Moore. Mr Moore will be assisted by Ms Michelle Kavanagh and Ms Sandra Ellis.

Signed: David O' Brien Date: 09/02/21

(School Principal)

Signed: Marian Coughlan Date: 09/02/21

(Chairperson Board of Management)

1. St Augustine's Special School COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable restrictions and controls are outlined in this document.

School Buildings

Before reopening our school for the return in February, 2021 the following have been completed:

- Water systems have been flushed at outlets following low usage to prevent Legionella disease
- School equipment and mechanical ventilation has been checked for signs of deterioration or damage
- Bin collection and other essential services have continued while our school was closed

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 2 (P.53)**

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace. Staff returning to work should complete this RTW and send a copy to the school principal electronically.

On receipt of the completed form the Principal will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Note: Induction Training for staff has been developed by the DES in consultation with stakeholders and is available for all schools and staff.

3. Return to work safely and Lead Worker Representative

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out specific roles.

Note: The process for appointment of Lead Worker representatives in schools will be agreed centrally between the Department of Education and Skills and the Education partners. That Process, once agreed, will be circulated to all schools in advance of the reopening of schools.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.

- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s):	Contact details
Mr John Moore	01 2881771 johnmoore@saintaugustines.ie

All Staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others to assist with the implementation of the Covid-19 Response Plan and associated control measures.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. Risk Assessments to identify the control measures required to mitigate the risk of COVID-19 are attached at **Appendix 1(p.20)**

St Augustine's has reviewed and will continue to update our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented.

St Augustine's has also reviewed our existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments will also be documented.

5. General advice to prevent the spread of the virus

Staff and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. St Augustine's school will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The most common respiratory symptoms of Covid-19 infection include; a high temperature, fever, cough, shortness of breath and breathing difficulties.

Any staff member displaying these symptoms should immediately inform the Principal teacher. They will not be permitted to attend work if they have any of the symptoms listed below:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Staff must inform the Principal of this situation as soon as possible. The following advice is provided to inform school staff and pupils **how to reduce the chance of getting infected by the coronavirus**:

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on hand washing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand Hygiene and Hand Sanitizers

Hand hygiene can also be achieved by the use of hand sanitizers (when hands are clean).

Hand sanitizers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Guidance on the physical distancing requirements will be informed by the public health advice for schools.

The following arrangements will be put in place in St Augustine's school:

- Adults should maintain 2 metres' distance where possible outside of the teaching environment i.e. staffroom.
- For children with special educational needs maintaining physical distancing in many instances will not be practical or reasonable to implement.
- Physical distancing of at least 1 metre should be maintained between individuals in the classroom setting as far as possible.
- Class layouts will be adjusted to maintain 1 metre distance between students
- Staggered break times will be scheduled to minimise the number of students/staff interacting at any one time

- Classes, due to their small numbers will be considered as pods, and the different sections of our school will be considered as bubbles. Bubble 1 will be P5-PP3, Bubble 2 will be PP4, PP5, PP7 & PP8, Bubble 3 is PP6, Bubble 4 will be PV1-PV3, Bubble 5 will be Vocational 1 and Bubble 6 will be Vocational 2. Pods within these bubbles may use outdoor spaces at break times while maintaining social distancing.
- Due to the inability to split classes up, our BoM will approve only one teacher for an absence (eg. attending training or on an EPV day)
- In an effort to reduce visitor numbers to our school for IEP/PPP meetings, same meetings will be conducted remotely using technology such as phone calls, zoom calls etc once agreed between teacher, parent and principal.
- A maximum of 8 staff will use the current staffroom at any one time and the small canteen can be used by a maximum of 8 staff. A Maximum of 12 staff can use the assembly hall at any one time. Staggered break times may be used to facilitate supervision of students.
- Staff briefings will not be held in the staffroom. Staff meetings/briefings may be held in the assembly hall or via zoom and social distancing measures will be followed at all times.
- All other staff group communication will be through email, text etc
- A maximum of 2 people (including School Secretary) to be in secretary's office at any one time
- Access to the photocopier room will be limited to one person at any one time.
- Access to SNA lockers will be limited to one person at a time.
- Appropriate traffic one way systems will be put in place with clear signage throughout the school.
- There will be no gathering or stopping in the corridors. Students and staff will adhere to the one way system and follow the arrows to their destination.
- The main front door (beside the Deputy Principal's Office) is an entry point only for all students and staff. The exit point for Bubble 1 (P5-PP3) is the door nearest to the PP3 classroom. Bubble 2 (PP4- PP8), Bubble 3 (PP6), Bubble 4 (PV1-PV3) will exit the school building through the exit door at bottom of PV staircase. Bubbles 5 & 6 (Vocational students) will exit the school building via the ramp door nearest to the reception building. Vocational 2 students will access the Vocational Skills areas in the afternoon via the admin building steps. Vocational 1 students will access the school building at 1pm via the main front door. All students and staff should use the hand sanitising facilities upon entering and exiting any buildings.
- Students travelling to school via school bus in the morning will be met by school staff at the main front door and escorted to their classroom directly following the one way system. Each bus will wait at the front door entrance until signalled by a staff member upon which students can leave the bus to enter the school building. Patience will be required from all to ensure the safety of all with this drop off system and is much appreciated. Vocational 1 students will proceed directly from the bus to their Vocational skills areas where they will use the hand sanitising facilities there upon arrival.
- Student medication will be collected in classroom by staff member following a pupil's arrival to school and staff members will check that medication is in pupil's schoolbags before home time.

- Students should keep their mobile phone (switched off)/ gaming devices in their school bag or hand up to their staff for safe keeping upon arrival. Students should bring their lunch, drink, utensils in their bag each day. In an effort to not share utensils, drinking cups etc we ask that each student have everything they need in their lunch bag. Each student will have their own tray in their classroom for storing school resources to be used each day and these same resources will not be sent home. Pencils and pens etc will be provided in school.
- Students travelling in private cars are to remain in their cars until being dropped off at 9:20am at the main front door where staff will meet them. Vocational 1 pupils may be dropped directly to their Vocational skills areas if travelling by private car each morning.
- At the end of each school day, students will be escorted to their bus by their staff in a staggered system. Each bus will have a number and each staff member will have a list with each of the student's bus number to facilitate a drop off. Again, patience will be needed by all in this endeavour and we appreciate the cooperation of all in our community to introduce this new system. Social distancing from all in our community will be needed at all times throughout the drop off and collection of students.
- Classroom windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch times (assuming not in use) and also at the end of each school day. Windows should be partially open when classrooms are in use. Guidance from the Des on the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' is available below:

<https://www.cpsma.ie/wp-content/uploads/2020/08/Updated-ventilation-guidance-V2.pdf>

The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

We ask that parents/guardians have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection and where symptoms are present, children should not attend the school.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin (foot pedal bins) and wash your hands
- Clean and disinfect frequently touched objects and surfaces

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these very high risk groups which include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fit into the very high-risk category, advice will be sought from the Occupational Health Service.

- All staff and pupils need to self-isolate or restrict their movements at home if they display any signs or symptoms of Covid-19 and contact their family doctor to arrange a test.
- All staff and pupils should not return to or attend school in the event of the following:
 - If they are identified by the HSE as a close contact of a confirmed case of Covid-19
 - If they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland: in such instances staff is advised to consult and follow Government advice in relation to foreign travel.
 - All staff and pupils should cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

6. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff has full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Note: Induction training for reopening of schools in the new school year has been developed by the Department of Education & Skills (DES) in consultation with stakeholders and made available for all schools and staff.

iii. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, small canteen, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Hand washing facilities and/or hand sanitizers are available at multiple locations within the school facility and will be available in each classroom. All staff and pupils should wash their hands or use hand sanitizer when entering and exiting vehicles and when entering and exiting school buildings.

Each classroom will have closed foot pedal bins solely for used tissues. All students and staff will be asked to have their own tissues for personal use. Boxes of tissues will be available as always in each classroom.

School staff will remind students regularly about good respiratory and hand hygiene.

The sharing of sports/games/ music/art equipment, IT equipment amongst students will be kept to a minimum. Any items shared will be sanitized after each use.

iv. Use of Personal Protective Equipment (PPE)

Face masks/face shields are recommended for staff and students age 13 and above. St Augustine's school is classed as a primary school although we cater for students up to the age of 18. If a student does not feel comfortable wearing a mask or a face shield, or is not able to put it on and take it off safely they should not wear one.

Staff should wear face masks at all times except when eating on a lunch break.

For a limited number of staff, PPE will need to be used constantly due the nature of certain work or work areas.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice. Gloves will be worn by staff when administering medication.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained or there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

Each staff member will be provided with a face shield and face mask or they may use their own once it is clean.

Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. Disposable gloves should only be worn by staff members when administering medication, supporting intimate care, cleaning and delivering school lunches.

v. Cleaning

Arrangements for more regular and thorough cleaning of areas, surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use their own equipment and utensils (drinks cup, cutlery, plate etc.) and bring home each day to clean. Staff members are encouraged to bring their own lunch in a cooler bag and own drinks as fridges will not be used to store lunches etc. The school canteen in Vocational skills areas will not be used by staff members outside of Bubble 5 (Vocational 1).

vi. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as parents/guardians, outside professionals and contractors will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school will maintain a log of staff and students contacts. In addition see visitor contact log at **Appendix 3 (P.42)**

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in St Augustine's school.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

Each classroom will have its own first aid kit. Single use ice packs will be included with first aid kits.

7. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19.

In the event of a staff member or student developing symptoms while at school, they should inform the school management team as soon as possible.

The following outlines how St Augustine's school will deal with a suspected case that may arise during the course of work.

St Augustine's school has identified 3 designated isolation areas. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases put in place. The designated isolation areas will be behind a closed door and away from other staff and pupils:

The Isolation Areas are as follows:

- Sensory room beside PP3 classroom
- Resource Room beside PP4 classroom
- Oratory

If a staff member/pupil displays symptoms of Covid-19 while at work in St Augustine's school the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately. We ask that parents/ guardians have their mobile phone switched on at all times during school hours so that we can contact you as quickly as possible if your child presents with any symptoms
- A staff member from the student's classroom will isolate the symptomatic person and follow the 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 also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times

- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- Advice will 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 bin provided.
- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms.
- Public transport of any kind should not be used by any person that is presenting with symptoms of Covid-19.
- If the person is too unwell to go home or advice is required, emergency services will be contacted by a staff member via phoning 999 or 112 and informed that the sick person is a Covid-19 suspect.
- An assessment of the incident will be carried out to form part of determining follow up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved will be carried out.
- The school principal is the nominated member of the school management team responsible for ensuring all aspects of the protocol to deal with suspected cases have been adhered to.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE will be followed and staff confidentiality is essential at all times.

8. Staff Duties

School staff has a statutory obligation to take reasonable care of their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff has a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.

- viii. Staff must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Staff must complete Covid-19 Induction Training and any other training required prior to their return to school.
- x. Staff must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.
- xii. Staff should double bag cleaning waste, tissues etc from a person suspected of having Covid-19 and store it in a secure area (Shed in courtyard) for 72 hours before being presented for general waste collection as per current HSE guidelines.
- xiii. Staff should not return to or attend school in the event of the following:
 - If they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff is advised to consult and follow latest Government advice in relation to foreign travel.
 - Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
 - Undergo any Covid-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

9. Covid-19 related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with the DES.

10. Employee Assistance and Wellbeing Programme

The Department of Education & Skills (DES) recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum. Life under the logo of 'Wellbeing Together: Follaine Le Cheile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, email, live chat and call back request. All points of contact for the services are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-learning programmes across the mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is currently available on the wellbeing portal.

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

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

The process involved consultation with school staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of St Augustine's school Board of Management (BoM) 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 BoM 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 is 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 Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19.

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 our 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 the **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
Low	No significant injury or illness, no significant property or equipment damage	1

Severity 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

Probability/ Likelihood

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	Low Risk 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 our school

Who may be affected?	Identified risks	Risk Assessment, Education and Training Controls	Risk Rating	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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.</p> <p>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 electronic message boards 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 	Medium with Controls	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Hygiene Controls	Risk Rating	Action implementation
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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 38 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 can wash their hands regularly. Hot 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"> o After coughing or sneezing o Before and after eating or preparing food o Before and after using protective gloves o Before and after being on public transport o When arriving and leaving the school campus o After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched 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.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 38 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member 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 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>Medium with controls</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury 1=Low, 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>Risk Level Action</p> <p>1-5 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
<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 38 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 have been put in place ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of the kitchen and other communal facilities ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards 	<p>Medium with controls</p>	<p>Board of Management Principal Staff Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date:		Assessors Name		

<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 38 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"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school ✓ Visitors/ contractors must maintain a physical spacing of 2 metres apart. Students work stations, PODS and common spaces must maintain a 1 metre social distance. Staff will maintain a minimum of 1 metre distance when working with students but should maintain 2 metres as much and where possible. Similar distancing should be maintained when having contact with other staff members with the exception being screened off areas. ✓ Break times will be staggered and school supervision procedures must be strictly adhered ✓ 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 school hall while social distancing and through zoom ✓ 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 where 2 metre distance cannot be maintained (DES guidance awaited) <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ Installation of physical barriers e.g. clear plastic sneeze guards in the staff room and offices ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc.) and public health advice ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 	<p>Medium with controls</p>	<p>Board of Management Principal Staff Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p>Assessment Date:</p>		<p>Assessors Name</p>		

Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
Staff Students	<p>Spread of Covid-19 virus</p> <p>Computer room</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 38 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"> • A maximum 10 students and 3 staff will be in the Computer room at any one time to ensure social distancing. • All devices will be sanitised after each use. • The door and windows will remain open to allow for ventilation • Students will remain in their classroom until the computer teacher collects them • Class Ipads will be cleaned after each use 	Medium with controls	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Staff Room/Small canteen/Assembly hall</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 38 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>Staff Room(s)</p> <ul style="list-style-type: none"> • A maximum of 8 staff will be in the main staffroom at any one time. • A maximum of 8 staff will be in small canteen at any one time. • A maximum of 12 people will be in the assembly hall at any one time. • Staff will practice social distancing while using staff room(s) <ul style="list-style-type: none"> • Personal items such as lunch boxes/bags will not be stored on the staffroom countertops at any time of the day. <ul style="list-style-type: none"> • No students will be allowed access to the kitchen • Dishwasher, fridges, microwave etc are not in use in an effort to avoid any potential contamination of common touch surfaces • Staff will bring their own lunch, utensils, drinks & drinks containers each day to school and home again for cleaning. • Windows to be open to facilitate ventilation. • Staff should maintain social distancing and remain in class bubbles as much as possible. • All plates, cutlery etc will be removed from the staffroom. • Staggered lunch times to facilitate social distancing. • School phone should be sanitised before and after use. 	Medium with controls	Board of Management Principal Staff
<p>Risk Level Calculation</p> <p>(a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
Staff Students Visitors	<p>Spread of Covid-19 virus</p> <p>School secretary's office/Photocopy Room/Principals office/Deputy Principal's Office</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 38 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>School secretary's office</p> <ul style="list-style-type: none"> • A maximum of 1 non administrative staff allowed into the secretary's office at any one time • A maximum of 1 visitor eg Parents allowed into the office at any one time • School phone will be sanitised after each use by a different staff member <p>Photocopying Room</p> <ul style="list-style-type: none"> • The use of the photocopying room will be strictly one staff member at a time • The photocopier will be sanitised after each use • SNA lockers will be accessed by one staff member at a time <p>Principal's office</p> <ul style="list-style-type: none"> • A maximum of 2 staff member plus either one visitor or 2 visitors from the same family allowed into the Principal's office at any one time <p>Deputy Principal's Office</p> <ul style="list-style-type: none"> • A maximum of 2 staff members at any one time 	Low with controls	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		

Assessment Date:	Assessors Name
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Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
Staff Students Parents Guardians	<p>Spread of Covid-19 virus</p> <p>Arrivals/Departure from Busses /Cars/ Deliveries</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 38 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"> • Students travelling by bus in the mornings will be met outdoors by an SNA and escorted to their classroom following the most appropriate route to minimise crowding at the front door. • Bus drivers will be queued by school staff as to when they let students off the buses. • Students travelling in private cars are to remain in their cars until 9.20am and then meet their SNA at front door entrance before going to their classroom directly. • At the end of the school day each class team will escort students to their bus using assigned exit points for each bubble. • Parents/Guardians who need to collect a student for any reason during the school day will park at reception and ring the office on 01 2881771 to notify staff of their arrival. The student will then be escorted to the car by a staff member. • Delivery drivers upon arrival will await directions from staff about where to drop off ordered goods. • All staff and students will use hand sanitising facilities at entry and exit points. 	Low with controls	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
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Who may be	Identified risks	Cleaning Controls	Risk Rating	Action implementation
Who may be affected?	Identified risks	Social Distancing Controls	Risk Rating	Action implementation
Staff Students Visitors	<p>Spread of Covid-19 virus</p> <p>Hallways & Yard</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 38 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>Hallways</p> <ul style="list-style-type: none"> • Appropriate traffic management systems will be put in place with clear signage throughout the school. • There will be no stopping or gatherings in the corridors. Students and staff will adhere to the traffic management system. <p>Yard</p> <ul style="list-style-type: none"> • Appropriate signage will be in place to facilitate social distancing when lining up and for fire drills <p>Rooms</p> <ul style="list-style-type: none"> • All classes are to use specified routes to and from the yard and when exiting school building 	Low with controls	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
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Who may be affected?	Identified risks	Use of PPE Controls	Risk Rating	Action implementation
affected?				
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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 38 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>✓ 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 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</p> <p>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</p> <p>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</p> <p>✓ 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</p> <p>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</p> <p>✓ System in place to make sure reusable cleaning equipment including mop heads and non- disposable cloths are clean before re-use</p> <p>✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</p>	Medium with controls	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Equipment	Risk Rating	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 38 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 correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves are available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks/shields will be provided to all staff</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Gloves will be provided to staff for cleaning, administering medication etc.</p> <p>*Face coverings are not recommended to be worn by children under 13 years and not mandatory for students with SEN. Wearing of masks/ visors is not mandatory but it will be encouraged for any pupil comfortable wearing same in our school environment. Students wearing face masks/ face shields should be capable of putting on and taking off same independently in a safe manner.</p>	Medium with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Dealing with a Suspected Case of Covid-19 Controls	Risk Rating	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 38 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 (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	Medium with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Covid- 19 Cleaning Controls Following a suspected case	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 38 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"> ✓ Have designated isolation areas available within the school building. The designated areas and the routes to the designated areas will be easily accessible as far as is reasonable and practicable. The isolation rooms will be accessible by people with disabilities. The designated areas will have the ability to isolate the person behind a closed door and away 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 also 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 if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Inform Management ✓ 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. ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. <ul style="list-style-type: none"> ✓ Medical advice should be sought and no person should return to school until at least 48 hours symptom free and/or advised by the HSE ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved 	Severe with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Cleaning a space with a suspected/ confirmed case of Covid-19 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 38 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"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people. ✓ A fogger will be used as a supplementary measure ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visible ✓ In the event of a suspected Covid-19 case within a classroom we have the school assembly hall as a temporary classroom, for the duration of sanitisation. In the event of more than one case presenting within 72 hours, the computer room will be used as alternative emergency classrooms for the duration of sanitisation 	Severe with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Travel to and from work Controls	Risk Rating	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 38 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> <ul style="list-style-type: none"> ✓ 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 ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above Waste Management ✓ 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 	Severe with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

Who may be affected?	Identified risks	Visitors to School 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 38 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, roof straps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitiser and use it regularly throughout your journey.</p>	Severe with controls	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=Low risk, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable. 6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered. 11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk. 16-25 Emergency risk Halt activity and review immediately		
Assessment Date:		Assessors Name		

<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 38 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. Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	<p>Low with controls</p>	<p>Board of Management Principal Staff Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=low, 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 Low risk Acceptable- No additional controls are necessary as these risks are considered acceptable.</p> <p>6-10 Medium risk- Activity can proceed but consideration should be given as to whether the risks can be lowered.</p> <p>11-15 Severe- Activity can proceed but substantial efforts should be made to reduce the risk.</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p>Assessment Date:</p>		<p>Assessors Name</p>		

St Augustine's School Contact Tracing Log

St Augustine's School Contact Tracing Log				
Name of School			School Contact Person	
Address of School			For Queries only:	
			Phone No	
			Email	
Name of Visitor			Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	
Date of Visit	___/___/___	Time	Entry to school _____ am <input type="checkbox"/> <input type="checkbox"/> pm <input type="checkbox"/> <input type="checkbox"/>	Exit from school _____ am <input type="checkbox"/> <input type="checkbox"/> pm <input type="checkbox"/> <input type="checkbox"/>
Visitor Status		Contractor <input type="checkbox"/> <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/> <input type="checkbox"/>	Other <input type="checkbox"/> <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 in the school			Length of time spent with each person	

Checklist for School Management

Composite Checklist for Schools

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with the Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?

Yes	No	Action Taken:
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2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils?

Yes	No	Action Taken:
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3. Have you a system in place to provide staff and pupils 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	No	Action Taken:
-----	----	---------------

4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?

Yes	No	Action Taken:
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5. Have you told staff the purpose of the contact log?

Yes	No	Action Taken:
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6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?

Yes	No	Action Taken:
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7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?

Yes	No	Action Taken:
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8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19?

Yes	No	Action Taken:
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9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Yes	No	Action Taken:
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Staff

10. 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	No	Action Taken:
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11. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](#)) and advised them of the DES agreed arrangements for management of those staff?

Yes	No	Action Taken:
-----	----	---------------

12. Have you advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19](#)?

Yes	No	Action Taken:
-----	----	---------------

13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?

Yes	No	Action Taken:
-----	----	---------------

14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Yes	No	Action Taken:
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15. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is

Yes	No	Action Taken:
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Training and Induction

16. Have you advised staff to view the Department of Education's training materials which are available online?

Yes	No	Action Taken:
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17. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?

Yes	No	Action Taken:
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18. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the Department's online training programme).*

Yes	No	Action Taken:
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Buildings / Equipment

19. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?

Yes	No	Action Taken:
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20. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease

Yes	No	Action Taken:
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21. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?

Yes	No	Action Taken:
-----	----	---------------

22. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

Yes	No	Action Taken:
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Control Measures in place

Hand / respiratory hygiene

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department?

Yes	No	Action Taken:
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24. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?

Yes	No	Action Taken:
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25. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?

Yes	No	Action Taken:
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26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?

Yes	No	Action Taken:
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27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?

Yes	No	Action Taken:
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28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?

Yes	No	Action Taken:
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29. Have you informed staff about the importance of hand washing?

Yes	No	Action Taken:
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30. Have you arranged for staff 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	No	Action Taken:
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31. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?

Yes	No	Action Taken:
-----	----	---------------

32. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations?

Yes	No	Action Taken:
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33. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:

- ° before and after eating and preparing food
- ° after coughing or sneezing
- ° after using the toilet
- ° where hands are dirty
- ° before and after wearing gloves
- ° before and after being on public transport
- ° before leaving home
 - ° when arriving/leaving the school /other sites

- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

Yes	No	Action Taken:
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34. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a covered bin

Yes	No	Action Taken:
-----	----	---------------

Physical Distancing:

35. Have you identified all available school space to be used to maximise physical distancing?

Yes	No	Action Taken:
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36. 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	No	Action Taken:
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37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?

Yes	No	Action Taken:
-----	----	---------------

38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?

Yes	No	Action Taken:
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39. Have you arranged in each room that pupils would be at least 1m away from each other?

Yes	No	Action Taken:
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40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?

Yes	No	Action Taken:
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41. 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	No	Action Taken:
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42. 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	No	Action Taken:
-----	----	---------------

43. 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	No	Action Taken:
-----	----	---------------

44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?

Yes	No	Action Taken:
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45. 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	No	Action Taken:
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46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?

Yes	No	Action Taken:
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47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?

Yes	No	Action Taken:
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48. Have you encouraged walking or cycling to school as much as possible?

Yes	No	Action Taken:
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49. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?

Yes	No	Action Taken:
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50. Can you provide a one system for entering and exiting the school, where practical?

Yes	No	Action Taken:
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51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?

Yes	No	Action Taken:
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52. Have you a system to regularly remind staff and pupils to maintain physical distancing

Yes	No	Action Taken:
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53. Have you advised staff not to shake hands and to avoid any physical contact?

Yes	No	Action Taken:
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Visitors to Schools

54. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?

Yes	No	Action Taken:
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55. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?

Yes	No	Action Taken:
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56. 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	No	Action Taken:
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Appendix 2 Return to Work Form

This form must be completed by staff 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.

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste 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	Are you awaiting the results of a COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not 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 this data will be held securely in line with our retention policy.

Signed: _____



Return to Educational Facility Parental Declaration Form

Child's Name:	Manager's Name:
Parents/Guardian's Name:	
Name of Setting:	
This form is to be used when children are returning to the setting after any absence.	
<p>Declaration: I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.</p> <p>Signed _____</p> <p>Date: _____</p>	