

Rusheen National School

Risk Assessment - Covid 19

2020-2021



Rusheen
National
School

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

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Rusheen N.S. to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for the school in line with requirements of section 20 of the 2005 Act and will also inform our updated Covid-19 Response Plan.

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.

Reviewed by Rusheen National School –March 2021

Fr Joseph O Mahony
16/03/2021.

Updated Covid-19 Risk Assessment (March 2021)

<u>Areas of concern</u>	<u>Level</u>	<u>Risks</u>	<u>Control measures</u>	<u>Personnel responsible</u>
Dealing with a suspected case of Covid 19	High	Risks of spread of infection from failure to appropriately manage a symptomatic case within the school environment. <u>Persons currently deemed most at risk of complications if they catch the corona virus are:</u> • 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 <u>Known effects of the corona virus:</u> • 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	Parents/Carers have been advised that if their child or anyone in their household is displaying symptoms of Covid 19 then they are to remain at home. The symptoms include: • Fever- A temperature of 38 or above. • A Cough • Shortness of breath • Breathing difficulties • Loss or change to sense of smell or taste. • Sore throat An isolation area has been identified in the front porch and prepared and all staff have been made aware of location and when/how it is to be used. <u>If a pupil develops symptoms of Covid 19 while at school the following measures will be followed:</u> 1. Pupil will be checked by the class teacher/Principal/LWR/DLWR, a decision will be made that the symptoms present are a cause for concern and meet the criteria for them to be escorted to the isolation area. 2. Pupil will be moved to an isolation area and kept 2 metres away from other pupils. Staff will remain 2 metres away unless it is unsafe to do so and will be wearing appropriate PPE in any event 3. The parent/guardian will be contacted immediately, and the child must be	<u>BOM, Principal.</u> Provision of all resources required for the appropriate management of symptomatic cases within the school environment. <u>All School Staff</u> Follow all required protocols with regard to the appropriate management of a symptomatic case within the school environment. <u>Lead Worker Representative (LWR)</u> <u>Deputy Lead Worker Representative (DLWR)</u> Communication of issues or concerns via outlined pathways to support staff in fulfilling their responsibilities in relation to the appropriate

		•Death	collected from school as soon as possible. 4. We will endeavour to make our students feel safe and comfortable if any of the above arises. 5. The school will only be in a position to ascertain that a child has observable symptoms that may or may not be consistent with Covid 19. It remains the responsibility of the G.P. to make the determination if symptoms merit a referral for testing. Staff that are in contact with a symptomatic case within school will maintain social/distancing of 2 metres (unless unsafe to do so), undertake hand hygiene measures prior to and after such contact will use the following PPE: • Face covering/mask. • Eye protection/visor • Disposal plastic apron. All PPE used in the event of a dealing with a symptomatic case will be double bagged and stored for 72 hours before being disposed of in general waste. <u>Pupil will not be permitted back to school until the following conditions are met:</u> After any absence, on returning to school pupils need to furnish school with a signed Return to Educational Facility Parental Declaration Form. If a member of staff develops symptoms of Covid 19 in the course of the day the following measures will be undertaken: 1. The staff member will immediately remain a 2-metre distance from all other staff members and pupils and keep their face covering in place. 2. If the staff member is too unwell to travel home themselves, they will remain in the isolation room until such time as arrangements can be made for them to go home.	management of a symptomatic case within the school environment and to bring any issues or concerns to the attention of school management.
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Admission	M	Risk of spread of infection due to lack of social and physical distancing on admission Pupils not lining up. Pupils interacting with other pupils.	3. If the staff member is well enough to travel home themselves and is confident that doing so will not put them in harm, then they may travel home themselves. 4. Staff will be advised to seek medical advice from their doctor and not to return to school until an updated Return to Work Form has been furnished to the school authorities. Request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closures such as school holidays Note: School Management will..... • Advise staff and pupils 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 • Advise staff and pupils not to 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 are advised to consult and follow latest Government advice in relation to foreign travel. • Encourage staff to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting • Advise staff and pupils to 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 Protocols for Daily Morning Assembly: See plan below In the morning when pupils enter the school grounds, they will line up in their designated pods, in their assigned areas at the back of the school. Parents are encouraged not to enter the schoolyard. These classes will be supervised by the SNA and teacher on duty.	
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		Parents late. Pupils not queuing to hang up coats. Pupils not hand sanitising. Pupils not sitting in their own seats on entry.	At 9.15am the pupils will enter the school building bubble by bubble via main school door On entering their classroom, the children will take their assigned seats and hang up their coats and hand sanitise Pod by Pod under teacher direction.	Pupils, Teachers, SNA Parents Pupils Teachers
Dismissal	H	Risk of spread of infection due to lack of social and physical distancing on dismissal Social distancing not being maintained by parents Late pick ups	Daily Dismissal: See Exit Plan below Pupils from junior and senior infants will leave the school at 2.00pm as normal They will exit the school via brown door and middle gate. At 3pm the three remaining rooms exit via separate doors and gates: 1st and 2nd via brown door and middle gate, 3rd and 4th via classroom fire door and lower gate, 5th and 6th via classroom fire door and upper gate. UPDATE from Framework for re-opening schools 23rd February 2021: Parent communications from the school should emphasise that there should be no congregation outside schools during this interim phase or at any stage, and that staff engagement should be requested through the school and will be provided by telephone or online.	Teachers & SNA Teachers
Visitors, deliveries and supplies	M	Risks of spread of infection from visitors and other personnel People entering school building without permission	• Visitors to the school will only be facilitated by prior arrangement and consent. • Access to school by main door only • All visitors to the school will be required to buzz intercom to seek admission • All visitors will be asked to hand sanitise before using intercom keypad • Delivery personnel will be asked to leave deliveries at main door • All visitors to school will be required to complete the Contact Log to assist with contact tracing should the need arise.	<i>BOM, Principal.</i> Provision of all relevant resources required for the appropriate management of visitors and delivery personnel. <i>All School Staff</i> Follow all required

			- All visitors will be required to undertake hand hygiene measure on arrival and departure from the premises and wear face mask. - All visitors and delivery personnel will be required to maintain social/physical distancing measures	protocols with regard to the appropriate management of visitors and delivery personnel. Communication of issues or concerns via outlined pathways <i>Lead Worker Representative.</i> To support staff in fulfilling their responsibilities in relation to the appropriate management of visitors and delivery personnel and to bring any issues or concerns to the attention of school management.
SEN	H	Risk of infection of higher risk pupils. Risk of infection due to closer contact in SEN setting Size of the L.S room. Mixed groups Teacher has much higher exposure Use of materials/resources Tactile children	SEN Setting: See plan here - Smaller groups will be created where possible. - Pupils from the same class only if possible - Pupils will have their own plastic folders which will contain their books/copies/whiteboard/markers writing materials etc. - Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup. - Parents must ensure pupils have 2-3 pencils/pens in their pencil cases. Pencils are to be sharpened at night and copies ruled. The principal will discuss with parents the possible risks/ requirements of those with underlying conditions Students do not have to wear face coverings. However if a	Principal/SET Class teachers

			child opts to wear one on account of themselves or another vulnerable family member this is quite acceptable Class teachers are to give the Principal names of children with high risk conditions.	
Classes	H/ M	Risks of spread of infection from deficit in social/physical distancing measures across the school setting during school day and use of equipment Size of rooms Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Libraries Lining up Corrections of homework Ventilation	- Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable. - Where possible furniture will be removed. - Pupils to use their own materials where possible—No sharing of personal equipment i.e. glue sticks, ruler. Back up materials to be purchased for those pupils who may not be able to afford same. - Teachers to restrict pupil movement around the room as much as possible. - Pupils in younger classes to have assigned coat hooks. - All pupil resources should clearly be labelled. Parents to be requested to do this. - Use of Velcro shoes in juniors is recommended so as not to have to tie laces in the yard. - Whiteboards to be used in the classroom. - Windows and doors opened regularly to ventilate in accordance with public health advice. UPDATED guidance on ventilation in schools has been provided by DES. 23rd February 2021. Schools will be reminded that this should be applied in all interim phases and when schools reopen in full. Guidance is available here: https://assets.gov.ie/85177/d9643a37-5254-483e-a72ed2a08ae36d46.pdf UPDATE from DES says these should be open wide at break times – and less so when students and staff in class, to allow for comfort. - Regular air breaks for all classes	<u>DES template</u> Principal/Teachers Pupils/parents <i>BOM, Principal, LWR</i> Provision of all resources required for the delivery of the Social/Physical Distancing stated here <i>All School Staff</i> Follow all required protocols with regard to Social/Physical Distancing measures.
Social/Physical Distancing	M	Risks of spread of infection from deficit in social/physical distancing measures across the school setting during school day.	All available school spaces have been identified for use to maximise physical distancing. The templates provided by the Department of Education outlining proposed layouts	Communication of issues or concerns via outlined pathways

		of school rooms to meet physical distancing requirements have been reviewed and applied where appropriate. Arrangements have been made that the teacher's desk in classrooms are at least 1 metre and where possible 2 metres away from pupil's desks. Arrangements have been made in each room that pupils will be seated 1 metre away from each other and if possible 2 metres. With consideration to the numbers within classes in our school, individual classes will operate as 'Pods' and class groupings will operate as 'Bubbles' for outdoor activities and recreation. Contact between separate Pods within a Bubble will be kept to a minimum and contact between different Bubbles will be kept to an absolute minimum. Contact and sharing of common facilities between pupils and staff from different Bubbles will be limited. While arrangements have been made to the greatest extent possible for pupils and staff to be consistently in the same Bubble it is acknowledged that this may not always be practicable. In the event that a staff member is required to move from one Bubble to another in the course of their working day, they will undertake strict hand hygiene measure before entering the new Bubble. Signage throughout the school will support and reinforce social/physical distancing measures. For reopening on March 1st school will revamp its signage. Staff and pupils will regularly be reminded to maintain social distancing by daily reinforcement messaging within the classroom, supported by Lead Worker Representatives, signage and the example set by colleagues. Staff and pupils have been advised not to shake hands and to avoid physical contact and this message will be reinforced by daily messaging within the classroom, supported by Lead Worker Representatives, signage and the example set by colleagues	<i>Lead Worker Representative.</i> To support staff in fulfilling their responsibilities in relation to social/physical distancing and to bring any issues or concerns to the attention of school management. <i>Visitors</i> Follow all required protocols with regard to physical distancing control measures.
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Breaks	H	Risks of spread of infection from deficit in social/physical distancing measures across the school setting during school day Pupils not staying in their own groups. Shortage of space/ Social distancing Pupils not lining up correctly. Going out /coming back in Recording of incidents - use of Incident Books Lunch Opening lunches/packets/ holding of foods Water bottles Children –asthma Epi Pens Accidents Fallers Children wetting themselves Football/basketballs Bringing in of children from the yard if sick/hurt. Use of bins	- No staggered breaks. Each bubble will be taken to their assigned zone at every break via separate exits. - Usual rainy days Supervision protocols will apply. Pupils may read/play games. - Teachers on yard duty will carry bumbag containing all necessary equipment e.g. mask, gloves, wipes - All children eat lunch in rooms 5 minutes before class ends. - Teachers are to sanitise hands if asked to open items by the children. - Parents have to fill water bottles at home. Pupils to sanitise hands if using water tap in the classrooms. - Children who need inhalers to bring them out with them - Use of Epi pen to be demonstrated at Sept. meeting - One of the adults brings in a child who is seriously injured. Sick/ Injured children: If a child becomes sick or gets hurt the yard teacher/SNA will evaluate the child and if she/he deems it necessary for the child to be brought to the designated First Aid area near the office If the injury is only a scratch etc, the teacher will use the First Aid box to apply treatment such as plasters/wiping of graze At end of break pupils line up in assigned pods in designated area and will be returned to classrooms bubble by bubble	Teachers SNA Staff to teach lessons on the various protocols Teacher on duty/SNA
Toilets	H	Risks of spread of infection from deficit in social/physical distancing measures across the school setting during school day Social distancing in the toilets/Pupils not washing hands Different classes using the toilets at the same time	Parents encouraged to ask children to go to toilet/wash hands before coming to school. Pupils to use elbows to open doors where possible, to sanitise before and wash hands after using the toilet. All toilets will be labelled clearly to avoid confusion. Each bubble assigned own cubicle and sink. Toilets will be monitored after both breaks and cleaned if necessary Daily steam cleaning of toilet block will be carried out at 11.15am.	Parents Staff <i>BOM, Principal.</i> Provision of all resources required for the delivery of the Cleaning measures stated here.

Cleaning/Hygiene	M	Pupils coming in during break times to use toilets Risks of Spread of infection from deficit in Cleaning and Hygiene Measures across the school setting.	Toilet areas thoroughly cleaned by school cleaner each evening. Pupils will not be allowed back in to use the toilets unless absolutely necessary during lunch breaks An enhanced cleaning regime and Cleaning Plan for the school has been developed and has been explained to staff. Staff will undertake the Department's online cleaning information and training programme prior to the recommencement of work and are made aware of the details of the enhanced cleaning plan. As per guidelines, cleaning is best achieved using general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning followed by rinsing and drying. Hot water available now in all classrooms and toilets. The Cleaning Plan includes: • Cleaning and disinfecting of tables will be done as required throughout the day in response to circumstances as they arise. • Frequently touched surfaces will be kept visibly clean and cleaned at least twice per day or more frequently if required in response to circumstances as they arise during the course of the day. • Outside cleaner to do a thorough clean of all areas and furniture at the end of each day. • A written cleaning schedule to be followed by cleaning staff • Toilet areas thoroughly cleaned by school cleaner each evening • Daily steam cleaning of toilet block will be carried out at 11.15am. • Arrangements have been put in place for the regular and safe emptying of bins • Additional supplies of cleaning materials and disinfectants for the enhanced cleaning regime are available to each class grouping.	<i>All School Staff</i> Follow all required protocols with regard to Cleaning measures. Communication of issues or concerns via outlined pathways <i>Lead Worker Representative.</i> To support staff in fulfilling their responsibilities in relation to cleaning and to bring any issues or concerns to the attention of school management. <i>Visitors</i> Follow all required protocols with regard to Cleaning control measures.
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			• Supplies of cleaning materials and disinfectants have been secured and will be regularly checked and maintained throughout the school. Responsibility for this has been allocated. • Alcohol based sanitiser to be used and stored away from heat • Additional resources have been allocated to supplement in class cleaning and disinfection measures and in all areas of the school • Staff have been advised that they are responsible for cleaning personal items that have been brought into work and are likely to be handled during work or at breaks and to avoid leaving them down on communal surfaces. • Staff have been advised to avoid the sharing of items such as cups, bottles, cutlery and pens. • Equipment such as buckets that are used for cleaning are emptied and cleaned with a fresh solution of disinfectant before use. • All staff members have received instruction and training in effective hand washing techniques and the appropriate use of hand sanitizer, the times when hand hygiene measures are required and their importance as a control measure. • Signage throughout the school reinforces effective hand washing and use of and hand sanitizers. • Lead Worker Representatives have been appointed to support staff to meet their hand hygiene and sanitizing responsibilities. • Hand washing and hand sanitizing stations are available to staff and pupils throughout the school: at each entrance and exit to every building, classroom and within every classroom. • All staff members have received instruction and training in appropriate respiratory etiquette and its importance as a control measure. • Signage throughout the school reinforces appropriate respiratory etiquette. • As part of the curricular focus on Social Personal and Health Education, each class team will prioritise hand hygiene and respiratory etiquette immediately upon recommencement of school within every class grouping. • Additional supplies of cleaning materials, hand sanitizers and disinfectants are available to each class grouping. • Supplies of cleaning materials, hand sanitizers and disinfectants have been secured and will be regularly checked and maintained throughout the school. Responsibility for this has been allocated.	<i>BOM, Principal.</i> Provision of all resources required for the delivery of the hygiene regime stated here. <i>All School Staff</i> Follow all required protocols with regard to hygiene control measures. Communication of issues or concerns via outlined pathways <i>Lead Worker Representative.</i> To support staff in fulfilling their responsibilities in relation to hygiene and to bring any issues or concerns to the attention of school management. <i>Visitors</i> Follow all required protocols with regard to hygiene control measures.
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			- Additional resources have been allocated to supplement in class cleaning and disinfection measures and in all areas of the school and external cleaner to do a thorough clean of all areas at the end of each day. - Water systems have been flushed out at outlets following low usage to prevent the risk of Legionnaire's Disease. - Arrangements have been made for the school, including all equipment, desks, benches, and doors and frequently touched surface points, to be cleaned before reopening. - Hot water installed in all classrooms, staffroom and toilet area	
Staffroom	M	Risks of spread of infection from deficit in social/physical distancing measures and use of resources Size of staffroom Social distancing not being maintained Sharing cutlery Queuing for microwave//water	Those in the high-risk category ideally should remain in their own rooms. The staffroom layout has to be reconfigured to maximise usage while maintaining required social distancing. Staff to use their own utensils as much as possible. Bring into school and bring home. Maximum numbers in the staffroom - currently 5 people(reduced to 3 for reopening in March) Staff advised to bring in their own flasks Staff to ensure that their own area has been cleaned up after use. Staff to maintain social distancing while using the microwave/hot water.	Staff
Equipment E.g. PE Maths Science Music Art Laptops iPads Phone Photocopier etc	H/ M	Risks of spread of infection from use of resources Sharing of equipment Social distancing Equipment	All pupils to sanitise hands before and after using equipment Teachers to ensure equipment used is sanitised before return Phone sanitised before and after use Extra handsets purchased Photocopier sanitised before and after use	Pupils/staff
Class-room Libraries	H	Transference of virus through shared use	When books are returned, they must be left in separate box/shelf for 2 days. Importance of teaching kids not to root through the books as they are selecting one.	Pupils/

Books/Copies			Lesson on hygienic use of materials. If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Must sanitise before using.	Teachers
Risk communication, Education and Training		Risk of spread of Covid from a deficit in staff knowledge and awareness of: • Signs and symptoms of Covid 19. • Measures to reduce the spread of infection • Appropriate action to follow if you develop symptoms of Covid 19 The school's protocols and procedures to mitigate and manage the risk of spread of Covid 19	A system is in place to ensure that all school staff are kept up to date in a timely fashion, with the latest advice from Government, HSE and the Department of Education. Staff have been made aware of and of their responsibilities to familiarise themselves with the symptoms of Covid19. The schools Updated Covid 19 Response Plan has been made available to all school staff. Staff have been provided with information and guidance on the measures that have been put in place to prevent the spread of the virus and are aware of their role and responsibilities in this regard. A Covid 19 Contact log will be kept to support the HSE with contact tracing if required and staff have been made aware of the purpose of this log. A system has been put in place and staff have been made aware of this, to raise issues or concerns and have them responded to. Staff have been issued with Updated Covid 19 Return to Work Form and facilitated in having this returned 3 days prior before they return to the workplace. Staff members who are at very high risk under the HSE guidance have been advised on the DES agreed arrangements for their management. Staff have been advised on the conditions under which they must stay at home from work and have been advised on what to do and what to expect if they start to develop symptoms of Covid 19, including where the isolation area is. Staff have been advised on the availability of the supports of the occupational health and wellbeing programme through Spectrum life- Employee Assistance Service Lead Worker Representatives has been identified to help advise staff and monitor compliance with general Covid Control measures. Deputy L.W.R. (Claire Ambrose)	<i>BOM, Principal.</i> Delivery and facilitation of training for staff. Distribution of relevant protocols/ procedures and latest advice from government and Department of Education to staff All School Staff <i>LWR</i> Attend and complete all required training. Follow all required protocols. Communication of issues or concerns via outlined pathways

			has been appointed Staff have been advised on the Departments on- line training materials and will received additional training prior to the recommencement of school. Arrangements have been made for staff to have regular access to hand washing/sanitising facilities across the school setting and all staff have been facilitated to view "How to wash hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource. Staff have been shown how to use hand sanitiser correctly and where the relevant hand sanitiser stations are for them. Staff have been made aware of the times when they need to wash their hands or use hand sanitiser and their responsibilities to do so. This includes: • Before and after eating and preparing food • After coughing and sneezing • Before 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 classroom/school • After touching potentially contaminated surfaces • If in contact with someone displaying any Covid 19 symptoms Staff have been instructed of the importance of good respiratory measures to help 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 tissue in a covered bin and wash hands afterwards. Staff have been made aware of the physical distancing measures that are in place and their responsibilities to encourage same across all settings within the school environment.	
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SNAs	H	Risk of infection of higher risk pupils. Risk of infection due to closer contact in SEN setting Crossover from classes. /Coughing/sneezing etc/Toileting Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils Lunch breaks	PPE to be used as much as possible. - use aprons/masks/visors/gloves/sanitisers School is providing medical grade masks in the EN16483 category to SNA and all teachers Back up supplies will be located in the Isolation Room. Sanitising hands leaving/entering all rooms. Pupils taken in small groups throughout the day to play. SNA has access to gloves on the yard.	BK to order sufficient supplies Order additional sanitisers for outside group toilets Teachers Parents.
Aistear	H	Risks of spread of infection from deficit in social/physical distancing measures and use of resources Size of room- confined space Using shared materials Children moving from station to station/ class to class Cleaning of materials	No Aistear at the start of the year. No Aistear on return to school on March 1 st 2021 Sanitise before and after use. Hot water to be used if possible	Principal/Board