

Taney Parish Primary School

Sydenham Villas, Dundrum, Dublin 14.



POLICY DOCUMENT

COVID-19 Response Plan for the Reopening of Taney Parish Primary School

Information for Staff, Parents and Pupils

Revised February 2021

Reopening School on 1st March 2021

1. Introduction

A revised version of the Department of Education's "[COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools](#)" was published in February 2021. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context.

This document has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC).

Each school is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work. The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in Taney Parish Primary School and it provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.

Our focus is to reopen the school safely in a sustainable manner and to keep it open. We will do this with the goodwill and cooperation of the whole school community, keeping our processes and procedures under constant review. Everyone will need to be flexible. Our other key aim is to provide a supportive environment for our pupils as they re-engage with their learning. We are very conscious that some pupils may have experienced bereavement, ill-health or anxiety over the period since school closed. If this is the case, please let us know by emailing us (secretary@taneyschool.ie) before school begins so we can be prepared to best support your child.

This plan is **subject to change** and is underpinned by our COVID-19 Policy (Appendix 1) and Risk Assessment Plan (Appendix 2).

The Board of Management, In-School Management Team and staff of Taney Parish Primary School have been meeting, planning and organising since the publication of the Roadmap with a view to tailor it to our specific circumstances.

2. School COVID-19 Policy Statement

The school's COVID-19 Policy Statement can be viewed at the end of this document (Appendix 1).

3. Planning and Preparation for the Return to School

Much planning and preparation has taken place over the last number of weeks by management and staff to ensure Taney Parish Primary School is ready for a return to school on Monday 1st March 2021.

3.1 Induction Training – all staff provided with induction training for a safe return. This training is provided by the Department of Education. All staff will complete a "Return to Work" form 3 days prior to the start of school.

- 3.2 **Lead Worker Representative** – Members of staff have been appointed to be our Lead Worker Representative and Assistant Lead Worker Representatives. They will work closely with school management to assist in the implementation of measures to prevent the spread of COVID-19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace. To this end, it is vital that parents keep communication details up-to-date.
- 3.3 **Signage** – signage will be displayed outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. This signage is to be provided by the Department of Education.
- 3.4 **Making changes to the School Layout** – teachers will declutter and rearrange classrooms.
- 3.5 **Health and Safety Risk Assessment** – this has been carried out – see Appendix 2.

4. Access to School and Contact Tracing Log

Access to school is strictly reserved for essential purposes only and is by appointment only. A detailed Contact Log, which will include contact details such as phone number and email address will be kept. Parents must not, under any circumstances, enter the school premises without a prior appointment. Each day's Contact Tracing Log will be held for 3 weeks and then shredded to ensure GDPR compliance.

5. Control Measures

We must work together to ensure that we do not allow for any infection to spread in our school. Everyone entering the school building needs to perform hand hygiene with a hand sanitiser. All staff and pupils will know the protocol for managing a suspected case of COVID-19 in the school. We ask that parents explain and discuss good respiratory hygiene and hand hygiene practices with their children before returning to school. All classrooms will have a supply of soap, paper towels, and hand sanitiser. The soap we use emulsifies. Pupils should NOT bring their own hand sanitiser to school for any reason. Pupils will be asked to sanitise or wash their hands on entry and exit of the building, before and after eating, after the use of the toilet, after playing outside, when they sneeze or cough and when their hands are physically dirty.

It is critical that staff, parents and pupils stay at home if they (or any member of their household) display any of the following symptoms:

- a fever (high temperature – 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste

If your child has been abroad and their quarantine period overlaps the school reopening, please let the school know their expected date of return by emailing secretary@taneyschool.ie

6. Physical Distancing – “Bubbles” and “Pods”

Physical Distancing must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various classes and will look different in different schools. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times. It will not always be possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a pupil sustains an injury and requires first aid. However, where possible staff should maintain a minimum of 1 metre distance and where possible 2 metres.

Physical distancing will be achieved in two ways – **Increasing separation** and **Decreasing Interaction**:

*“Bubbles and Pods” and how they operate to increase separation and decrease interaction
Pupils and their teacher in each individual class will be a “Bubble” (i.e. a class grouping which stays apart from other classes as much as possible) and within each Bubble, the pupils will be further separated into “Pods” (i.e. discrete groups within the class bubble to the extent that this is practical)*

Increasing separation – this will be achieved by re-configuring the classrooms to maximise physical distancing. Each class will be referred to a bubble and we will ensure as little contact as possible between pupils in different bubbles. Within these bubbles/classes, pupils will be organised into pods. A pod is a group of pupils who will sit together and who will stay in their pod/group while in the classroom.

Decreasing Interaction – this will be achieved by decreasing the potential for pupils from different bubbles to interact. There will be separate, supervised routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different break and lunchtime access to the yard areas.

Sharing educational material between Pods will be avoided or minimised where possible. Staff members who move from class bubble to class bubble will be limited as much as possible.

7. Staggered Break Times

As has always been the case in our school, each class plays in their own designated yard zone. However, we will now stagger break times, so only one class bubble will play in each zone at a time. As always, staff will be rostered outside on supervision duty at all times. Teachers will eat with the pupils in their classrooms.

<i>J. I., 1st, 3rd, 5th</i>	<i>10.10-10.20</i>	<i>11.20-11.25</i>	<i>12.20-12.40</i>
<i>S. I., 2nd, 4th, 6th</i>	<i>10.25-10.35</i>	<i>11.30-11.35</i>	<i>12.45-1.05</i>

There will be no First Aid room, teachers on duty will treat pupils outside. Assess the patient and, if possible, talk the child through how to treat themselves. Every adult will have a First Aid pack with them whilst on duty. If an ice pack is required, they will phone the office. All adults

on duty will have their mobile phone with them to contact the office. If a serious injury occurs, parents will be contacted, as has always been the case.

At the end of breaks, the pupils in each class will line up in their yard and will be walked by their class teacher to their classroom.

8. School Drop Off and Collection – Staggering Alphabetically by Surname

We request that parents do not enter the school grounds at these times. There are four gates into the school grounds and we would ask that parents familiarise themselves with the gates (see below). This will be outlined to parents on the video tour, which will be emailed to all before school starts.

The new procedures are as follows:

The school day: Remember *Increase separation. Decrease interaction.*

Remember that we are doing this by separating opening times, breaktimes and leaving times to limit interaction, as outlined below:

We encourage walking or cycling to school as much as possible.

Arrival and going to classrooms/leaving school.

Pupils arriving to school:

1st Class use gate at Bicycle Racks.

Senior Infants, 2nd Class and 3rd Class use Centre Gate 3rd enter building via Reception entrance.

Junior Infants use Gate opposite Ms. Dolan's 6th Class.

4th, 5th and 6th Classes use Staff Car Park gate.

4th Classes, Ms. Lawrence's 5th Class and Ms. Dolan's 6th Class enter the building via doors outside the hall

Ms. Coe 6th Class and Mr. Ross 5th Class enter the building at end of the corridor via fire escape as at break time.

Pupils must be dropped at their respective gate and there will be Staff in the yard to guide and direct them to their classroom.

In the afternoons, Junior Infants, Senior Infants, 1st Class and 2nd Class will be walked to their gates by their teachers (at the times below) for handover to parents/guardians. All other classes will make their own way to meet their parents/guardians (at the times below).

- Pupils leave through same door they enter.

- Staggered Arrival and departure times alphabetically as in Autumn Term 2020:

IN GENERAL

Surname beginning A-L

For all classes - Arrival time 8.30-8.40

Junior and Senior Infants Departure time - 1.05pm

1st to 6th Class Departure time - 2.05pm

Surname beginning M-Z

For all classes - Arrival time 8.40-8.50

Junior and Senior Infants Departure Time - 1.15pm

1st to 6th Class Departure time - 2.15pm

SOME EXCEPTIONS TO THIS GENERAL RULE WERE IMPLEMENTED IN AUTUMN TERM 2020, WHERE SOME CLASSES HAD A SMALL NUMBER OF PUPILS IN THE OTHER HALF OF THE ALPHABET – THEIR ARRIVAL AND DEPARTURE TIMES WERE AMENDED TO THAT OF THEIR ENTIRE CLASS.

NB: In the past, some parents have used the Parish Centre for meeting their children - in particular, waiting in the Centre foyer for the period between Infant and older class going home times. Please note that the Parish Centre will not be open for use – the Centre car park may be used, but parents and children must remain in their cars during waiting time.

- Gates will be opened for pupils at 8.30am. **Pupils must not enter the school yard before 8.30am.**
- Pupils will go directly to their classroom where their class teacher will be waiting to receive them.
- Other members of Staff will be present on the yard to guide and direct children to their classrooms.

9. Equipment/Resources

As far as possible, sharing of equipment/resources will be limited to Pods. Appropriate cleaning will be undertaken on a regular basis.

Pencil Cases:

1st – 6th Class: please ensure that all children have two pencil cases with all the required equipment (see [book list](#)). One pencil case will stay in school on the desk. The other will be used at home. Please label each item in the school-based pencil case with your child's name.

Junior and Senior Infants: Each child will be provided with individual equipment for their work in school – and this equipment will remain in school.

Lost Property – there will be no lost property. Please ensure that all your child's possessions are clearly labelled with their name. Unnamed equipment, unfortunately, will have to be binned.

10. Use of P.P.E. in Taney Parish Primary School

Appropriate P.P.E. will be available for dealing with suspected COVID-19 cases, intimate care needs and for First Aid. We have been advised that pupils should not wear face coverings. Teachers will wear masks and/or visors and there will be Perspex screens on teachers' desks and in the office. The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use 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.

11. After School Activities and After School Sports

After School Activities and After School Sports will not take place until further notice.

12. Shared P.E. and Sports Equipment

The use of these will be kept to a minimum and any that are used will be sanitised between use.

13. Enhanced Cleaning

The Department of Education has provided limited additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. The specific advice in relation to school cleaning is set out in the [HSPC health advice for schools](#) and will be covered in the induction training for cleaning staff. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19.

14. Dealing with a Suspected Case of COVID-19

A designated isolation area has been assigned within the school building – the piano practice room directly opposite the Principal's office. The designated isolation area is behind a closed door and away from other staff and pupils. This room has a window through which a suspected case, if a pupil, may be safely observed by a staff member. If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- if the person with the suspected case is a pupil, the parents/guardians should be contacted immediately – all parents MUST ensure that the school has their most up-to-date contact information and that they are contactable during school hours. A contact form will be emailed to all families on the first day of school and we ask that you complete this immediately and return to the school (preferably by scanning and emailing to secretary@taneyschool.ie)
- 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.
- if it is not possible to maintain a distance of 2 metres, a staff member caring for a pupil should wear a face covering or mask and plastic apron.

- provide a mask for the person presenting with symptoms (if they are an adult).
- 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.
- 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.](#)
- The HSE and not the school 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 should be followed and staff and pupil confidentiality is essential at all times.

APPENDIX 1

COVID-19 Policy Statement

Taney Parish Primary 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 Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with 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 handwashing techniques
- agree, with staff, a worker representative who is 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
- keep a contact log to help with contact tracing
- ensure staff engage with the induction/familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education 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(s), who will be supported in line with the agreement between the Department and education partners.

Signed:



Date: 25/02/2021

Chairperson, Board of Management

Appendix 2:

Updated Risk Assessments to Minimise the risk of being exposed to COVID-19

The process involved consultation with all 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 the Board of Management in Taney Parish Primary School 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 Taney Parish Primary School in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, pupils, 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.

Who may be affected?	Identified Risks	<p style="text-align: center;">Risk: Communication, Education and Training</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff</p>	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	<p>The Board of Management will develop a response plan for the prevention and mitigation of COVID-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of COVID-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Promote safe individual practices within the school grounds ✓ 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 Organization ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where required 	<p>Negligible</p>	<p>Board of Management Principal Staff</p>

- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	<p style="text-align: center;">Hygiene</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	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 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or 	<p>The BoM will ensure that all staff can wash their hands regularly. Soap and water and appropriate sanitisers will be available where possible throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school grounds ○ 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 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member (or member of their household) displaying symptoms</p>	<p style="text-align: center;">Requires monitoring</p>	<p style="text-align: center;">Board of Management Principal Staff Visitors</p>

distortion of sense of taste
•Death

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

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	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 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste 	<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 P.P.E. is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff 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 ✓ Cleaning programmes are in place to ensure that shared equipment is cleaned and disinfected between use by different people e.g. using a washing machine and dryer for soft toys ✓ COVID compliant work areas to be available where social distancing guidelines can be applied ✓ When Staff use gloves, they wash hands with soap and water for at least 20 seconds afterwards 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

•Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	<p style="text-align: center;">Social Distancing</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of facilities and while working in the school ✓ physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, staffroom, corridor where congregation or queuing of staff, or pupils or visitors might occur ✓ Break times will be staggered and school supervision procedures must be strictly adhered to ✓ 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 socially distanced areas or remotely ✓ 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 ✓ Visits must be pre approved by Principal. Guidance around such visits will be communicated to parents. <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 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

	breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	<ul style="list-style-type: none"> ✓ The close contact work cannot be avoided ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice ✓ An exclusion zone of 2m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 	Serious	
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Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Staff especially cleaning staff	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they 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 ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ System in place for the disposal of used cleaning materials. 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 ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before and after use 	Requires monitoring	Board of Management Principal Staff

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Office and Administration Areas Controls	Risk Rating with controls	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 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<ul style="list-style-type: none"> • Office capacity to be limited to 2 adults to facilitate the maintenance of physical distancing between designated workstations and staff • <u>Pupils will not be permitted to undertake messages between classrooms or to the office/staffroom under any circumstances. Communications between classrooms/offices will be done by phone or email.</u> 	Requires monitoring	Board of Management Principal Administration staff Teachers

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with controls	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 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors and/or Perspex screens may be required to address identified risks of spread of the virus.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be 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 is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks will be provided to all staff and are available for optional use.</p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. However, gloves will be provided for use in intimate care settings.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Requires monitoring	Board of Management Principal Staff

- | | | | |
|---|--|---|--|
| <ul style="list-style-type: none">• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste• Death | | | |
| <u>Assessment Date:</u> February 2021 | | <u>Assessor's Name:</u> Elizabeth Carpenter | |

Who may be affected?	Identified Risks	Handling Books and Other Resources during COVID-19 Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, Classroom Assistants, school secretaries)	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials • Follow the agreed school protocols if you are displaying symptoms of COVID-19 • Sharing educational material between Pods should be avoided/minimised where possible. • Staff and pupils should avoid sharing of personal items. • Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth). • Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged. 	Requires monitoring	Board of Management Principal Staff

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Using Hand Tools or Equipment Controls	Risk Rating with controls	Action implementation
<p>All staff</p>	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<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 as far as is reasonably practicable ✓ Cleaning material will be available so that all equipment can be wiped down with disinfectant between each use ✓ All mobile equipment must be thoroughly cleaned and santised prior to use 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

breathing difficulties

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	<p style="text-align: center;">Dealing with a suspected case of COVID-19</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors Contractors</p>	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases - Principal ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of COVID-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers – <i>Designated area: Piano Room opposite Principal's Office. Back up area: Computer Room.</i> <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 they are an adult). An adult should wear the mask if in a common area with other people or while exiting the premises. 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

	breathing difficulties <ul style="list-style-type: none"> • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<ul style="list-style-type: none"> ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided ✓ 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. ✓ 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. 		
<u>Assessment Date:</u> February 2021		<u>Assessor's Name:</u> Elizabeth Carpenter		

Who may be affected?	Identified Risks	COVID-19 Cleaning Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<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 ✓ Using disposable paper towels, 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 toilet and door handles. ✓ If an area has been heavily contaminated, such as with visible bodily fluid, 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 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 and well ventilated ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with bodily fluids 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	<p style="text-align: center;">Cleaning a space with a suspected/confirmed case of COVID-19</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable paper roll and disinfectant to clean all hard surfaces, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer’s instructions for dilution, application and contact times</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Any items that have been heavily contaminated with bodily fluids and that cannot be cleaned by washing should be disposed of</p> <p>Waste Management</p> <ul style="list-style-type: none"> ✓ 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. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

breathing difficulties

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Travel to and from Work Controls	Risk Rating with controls	Action implementation
Staff	Spread of COVID-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <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 Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	Where a staff member exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work. Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc. Wear a face mask and carry hand sanitiser (at least 70% alcohol) and use it regularly throughout your journey.	Requires monitoring	All staff

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with controls	Action implementation
Staff Pupils Parents/guardians Wider Community	Spread of COVID-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <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 Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between parents, guardians and all school staff. Parents/guardians will be encouraged to wait in the car outside of the school, rather than congregate at the school gates. Staff (wearing hi-viz vests) will be in the yard to supervise arrival and directing pupils to their classrooms.	Requires monitoring	Board of Management Principal Staff

breathing difficulties			
• Loss of sense of smell			
• Loss of sense of taste or distortion of sense of taste			
•Death			

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Visitors to School Controls	Risk Rating with controls	Action implementation
Staff Pupils Wider Community	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<ul style="list-style-type: none"> • Arrangements for necessary visitors such as contractors and parents with be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. • The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all. • 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 will be maintained. The school will maintain a contact tracing log as per Appendix 3. 	Requires monitoring	Board of Management Principal

- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Who may be affected?	Identified Risks	Management of Deliveries and Supplies to School Controls	Risk Rating with controls	Action implementation
Staff Pupils Drivers Wider Community	<p>Spread of COVID-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties 	<ul style="list-style-type: none"> ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries 	Requires monitoring	Board of Management Principal Staff Delivery personnel

- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">• Loss of sense of smell• Loss of sense of taste or distortion of sense of taste• Death | | | |
|---|--|--|--|

Assessment Date: February 2021

Assessor's Name: Elizabeth Carpenter

Ratified on 25/02/2021



Signed: Chairperson



Signed: Principal

Appendix 3

Sample 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"/> No <input type="checkbox"/>	
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

