

**St. Peter’s National School**

**COVID-19 Risk Assessment**

**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 St. Peter’s National 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 school’s Safety Statement in line with requirements of section 20 of the 2005 Act.

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

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

**Control measures:**

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

**Control measure principles:**

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

* Avoidance of risks
* Evaluation of unavoidable risks
* Combating of risks at source
* Adaptation of work to the individual
* Adaptation of workplace to technical progress
* Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
* Priority to collective protective measures over individual protective measures
* Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
* Appropriate training and instructions to employees.

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| **Who may be affected?** | **Identified Risks** | **Risk Communication, Education and Training** | **Risk Rating with controls**  **High (H)**  **Medium (M)**  **Low (L)** | **Action implementation** |
| **Controls** |
| **Staff** | Spread of Covid-19 virus | The Lead Worker Representative (LWR), Marianne Coyle and Deputy LWR, Karen Dunne, together in consultation with the in-school management team, will develop a response plan for the prevention and mitigation of the spread 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.  The Lead Worker Representative (LWR), Marianne Coyle, 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.  The Board of Management will:   * Ensure that all staff receive necessary training prior to returning to work; * Provide posters, information and communication documents to increase awareness of Covid-19 among staff and pupils; * Promote safe individual practices within the school; * 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 PPE for staff, where required. | Low | Board of Management  LWR  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Hygiene** | **Risk Rating with controls**  **High (H)**  **Medium (M)**  **Low (L)** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus | * Santitising stations (i.e. hand gel dispensers, etc.) will be available throughout the school, at all entry points to each room and on the internal and external side of the school pedestrian gate. * All classrooms have toilets and handwashing facilities, with soap and water. * Each child has their own individual hand towel. * Staff room toilets have handwashing facilities with soap and individual hand towels. * All hand towels will be washed in the schools washing machine on a daily basis. 2 sets of hand towels have been purchased and will be rotated and used every second day. There is a clear procedure in the washing area outlining the protocol for washing and drying the individual towels. * Staff and pupils should: * Wash their hands properly and often. Hands should be washed:   + After coughing or sneezing   + Before  eating or preparing food   + Before and after using protective gloves   + Before and after being on public transport   + When arriving and leaving the school   + 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 incresed cleaning and disinfecting of frequently touched objects and surfaces * The Board of Management will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. * Employees and pupils are not permitted to attend school if they display any of the symptoms below: * Fever (temperature of 37.5 degrees or above) * Cough * Shortness of breath * Breathing difficulties * Flu like symptoms * Any staff member or pupil displaying symptoms must self-isolate and not attend school until a health professional has deemed it is safe to do so. * School must receive this in writing from the health professional the day prior to return. | High  Requires monitoring | Board of Management  LWR  Principal  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Hygiene (continued)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus | * Any staff member or pupil living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements until a health professional has deemed it is safe to return to school. This must be received by the school in writing from the health professional. * Any staff member or pupil who has tested positive for Covid-19 must not return to work/school until deemed fit to do so and upon approval of their medical advisor. The school must receive this in writing from a medical professional | High  Requires monitoring | Board of Management  LWR  Principal  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Hygiene (continued)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus | The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility (building and grounds); * Appropriate social distancing markings are in place; * Necessary PPE is available to staff; * Standard cleaning and maintenance regimes are put in place; * Toilet facilities are cleaned regularly; * Equipment sharing is minimised; * 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); * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people; * There is staggered use of staff room facilities and physical distancing will be observed; * Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) * 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. | High  Requires monitoring | Board of Management Principal  LWR  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Physical Distancing** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Mangement will ensure that:   * All persons will adhere to relevant physical distancing rules in relation to entering the school and while working in the school; * Physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, staff room, where congregation or queuing of staff, or students of visitors might occur; * Physical spacing between pods (1m apart) and maximised between inidividual children at their pods * School start time has been extended by 10minutes to decrease the potential for congregation; * Yard space has been segregated into ‘bubbles’ and school supervision procedures will be strictly adhered to; * Students will use designated entry and exit points to the school grounds to avoid crowding; * Appropriate signage in line with public health guidelines will be displayed throughout school facility (building and grounds); * Movement around the building by staff and pupils will be minimised; * Appropriate social distancing arangements will be in place throughout the facility; * Staff meetings will take place online where possible; * There is currently 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. * Teachers will wear masks and face shields where the 2m distance cannot be maintained. | High  Requires monitoring | Board of Management Principal  LWR  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Cleaning** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff, especially cleaning staff | Spread of Covid-19 virus | All cleaning will be undertaken in line with DES and public health guidance.   * Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks; * Cleaning staff will be trained in the new cleaning arrangements for the school; * Sufficient cleaning materials and PPE will be available to allow for increased cleaning; * Cleaning contractors are aware of the need to wash their hands thoroughly with soap and water, both before and after cleaning; * System in place for the disposal of cleaning cloths and used wipes in a rubbish bag. 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 make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use; * System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use. | High  Requires monitoring | Board of Management  Principal  LWR  Staff |

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| **Who may be affected?** | **Identified Risks** | **Office and administration areas** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff, especially administrative staff | Spread of Covid-19 virus | * Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff. * The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. * Desk screens have been purchased for both desks. * Masks must be worn by any person entering the office. * Photocopier may only be used after school hours by members of staff other than the secretary. | Medium  Requires monitoring | Board of Management Principal  LWR  Administration staff |

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| **Who may be affected?** | **Identified Risks** | **Use of PPE (Personal Protective Equipment)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All school staff | Spread of Covid-19 virus | * Where PPE is required by staff, they will be notified accordingly, 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, staff must regularly inspect, clean, maintain and notify the LWR, should replacement of PPE be necessary. * Face shields will be provided to all staff and are available for use when in close proximity to a child. * Perspex screens are in use for both office desks. * Gloves are not required generally within the workplace for infection prevention and control purposes, according to current guidance. * Face coverings are currently not recommended to be worn by children under 13 years. * Face coverings are recommended for all members of staff where social distancing cannot be maintained i.e. 2m distance. | High  Requires monitoring | Board of Management Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Handling books and other resources during Covid-19** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff (particularly SNAs, school secretaries and Special Needs Assistants) | Spread of Covid-19 virus | * IT resources (Chromebooks and i-Pads) have been assigned to specific classes. In the senior class a chromebook will be assigned to each individual child. In the Junior and middle class where the equipment will be shared, they will be used in pods, wiped down with disinfectant and quarantine for 72 hours prior to being used by another class pod. IT equipment will not move between class bubbles. * In order to minimise the sharing of resources between pupils all children’s books (book rental and activity books), copies and personal equipment are kept in an individual box assigned to each child. * Organising books and copies by groups/subject will therefore not take place. * Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school. * Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for use. * Hands should be washed regularly in line with relevant guidance. * Teachers should minimise use of shared Maths equipment and PE equipment. Any equipment which is used should be signed out and sanitized after use. * Balls and other such equipment will not be used during yard time. | High  Requires monitoring | Board of Management Principal  LWR  Staff |
| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Visitors  Contractors | Spread of Covid-19 virus | **The Board of Management will*:***   * Appoint an appropriate person for dealing with suspected cases in each building. * 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.   **If a person displays symptoms of Covid-19 the following procedure is to be implemented**:   * 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. * 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. * The schools ‘Suspected COVID-19 Response Statement’ will be followed in full. | High  Requires monitoring | Board of Management  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19** | **Risk Rating with controls** | **Action implementation** | |
| **Controls** |
| Staff  Pupils  Visitors | Spread of Covid-19 virus | **Cleaning**   * All cleaning will be undertaken in line with DES and public health guidance. * Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs,   door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line  with the manufacturer’s instructions for dilution, aplication and contact times   * Disinfectants used should be effective against viruses.   **Additionally:**   * Avoid creating splashes and spray when cleaning. * Any cloths and mop heads used will be double bagged for 72hours or until test results have been received. In the event of a confirmed case these will be disposed of after the 72hours. In the event of a negative test result the items will be washed and disinfected. * When items cannot be cleaned using detergents or laundered (upholstered furniture of mattresses for example)   steam cleaning should be used   * Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by   washing should be disposed of   * If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus   contamination will have decreased substantially, and cleaning can take place as normal  **Laundry**   * 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 the unwell person can be washed with other people’s items. * Do not shake dirty laundry, as this minimizes 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. 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. * If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then waste should be stored for 72 hours before putting it in with the normal waste. | High  Serious  Requires monitoring | Board of Management  Principal  LWR  Cleaning staff | |
| **Who may be affected?** | **Identified Risks** | **Travel to and from work** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 virus | * Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case **they are not permitted to travel to work.** * Wherever possible, staff should travel 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 60% alcohol) and use it regularly throughout your journey. | Medium/  Low  Requires monitoring | All staff |

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| **Who may be affected?** | **Identified Risks** | **Dropping off and picking up of pupils** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Parents/guardians  Wider Community | Spread of Covid-19 virus | * 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. Increased 10 minute start time should decrease the potential for congregation at the school gate. * Where possible, parents are encouraged to wait outside the school grounds, while maintaining physical distancing of at least 2 metres from one another at all times. | High  Requires monitoring | Board of Management  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Visitors to school** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Parents/Guardians  Wider school community | Spread of Covid-19 virus | 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:   * Make a prior appointment before visiting the school buildings; * Remain at home if they have any Covid-19 symptoms; * Follow the agreed Covid-19 protocols for the school; * Sanitise before entering the premises; * Check in with secretary/staff member and record attendance for contact tracing purposes; * Wear PPE if instructed; * Adhere to social distancing requirements; * Not to loiter – complete their business and leave premises in a timely manner. | Low  Requires monitoring | Board of Management  LWR  Principal |

**Declaration of Sight**

I have read and understand the contents of this document.

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