**Kildimo National School**

**Covid-19 School Response Plan**

# 1. Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Kildimo National School

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

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

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

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

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School** 
   1. **School Building**
   2. **Signage**
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s**)
5. **Safety Statement and Risk Assessment**
6. **General advice to prevent the spread of the virus** 
   1. **Wash your Hands Frequently**
   2. **Hand Hygiene and Hand Sanitiser**
   3. **Avoid Touching your Eyes, Nose and Mouth**
   4. **Physical Distancing**
   5. **Practice Respiratory Hygiene**
   6. **Do**
   7. **Do Not**
   8. **People at Very High Risk (Extremely Vulnerable)**
7. **Managing the Risk of Spread of Covid-19**
8. **Control Measures** 
   1. **Return to Work Form**
   2. **Induction Training**
   3. **Induction Training – On-line Video**
   4. **Hygiene and Respiratory Etiquette**
   5. **Personal Protective Equipment (PPE)**
   6. **Wearing of Gloves**
   7. **Cleaning**
   8. **Access to the School Building / Contact Log**
   9. **First Aid / Emergency Procedure**
9. **Dealing with a suspected case of Covid-19**
10. **Staff Duties**
11. **Covid related absence management**
12. **Employee Assistance and Wellbeing Programme**

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

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

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

# 1.Kildimo National School COVID-19 Policy

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

|  |
| --- |
| **COVID 19 Policy Statement**  **Kildimo National 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 COVID19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:   * continue to monitor our COVID-19 response and amend this plan in consultation with our staff * provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie * display information on the signs and symptoms of COVID-19 and correct hand-washing techniques * agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision * inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements * adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills * keep a contact log to help with contact tracing * ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills * implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school * provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time * implement cleaning in line with Department of Education and Skills advice   All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.  This can be done through the Lead Worker Representative, Ms. Jean Meskell and Deputy Lead Representative, Mr. Willie Curtin. |

## 2.Planning and Preparing for Return to School

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

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

***a. School Buildings***

Before re-opening schools in the new school year schools are reminded to check the following:

* Does the water system need flushing at outlets following low usage to prevent Legionella disease;
* Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
* Have bin collections and other essential services resumed

### b. Signage

Schools are required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here

1. [https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/ S](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/)chools can download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. Schools do not need to do this now as the posters may be updated during the summer and further information will issue on signage closer to planned reopening.

## 3.Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1.**

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

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

**Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff/**

## 4.Return to work safely and Lead Worker Representative

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

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

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

* Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
* Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
* Assist with the implementation of measures to suppress COVID-19 in the workplace.
* Monitor adherence to measures put in place to prevent the spread of COVID-19.
* Consult with colleagues on matters relating to COVID-19 in the workplace.
* Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

|  |  |
| --- | --- |
| Name(s) of Lead Worker and Deputy Lead Worker representatives: | Contact details |
| Ms. Jean Meskell( Lead ) | 061 394500 |
| Mr. Willie Curtin (Deputy) | 061 394500 |

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

## 5.Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at ***Appendix 2.***

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school’s current risk assessments should also be documented.

## 6.General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

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

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

* Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
* Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
* Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
* Ensure that staff and pupils know what to do if they develop symptoms at school.
* Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
* Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

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

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

The Department of Education and Skills will ensure all updated advice is circulated to schools. Kildimo National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

## 7.Managing the risk of spread of COVID-19

### a. Wash your Hands frequently

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

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### b. Hand Hygiene and Hand Sanitisers

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

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

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

### c. Avoid Touching Eyes, Nose and Mouth

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

### d. Physical Distancing

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

### e. Practice respiratory hygiene

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

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

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

### f. Do

* Wash your hands properly and often
* Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
* Put used tissues into a bin and wash your hands
* Clean and disinfect frequently touched objects and surfaces.

### g. Do Not

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

***h. People at Very High Risk (Extremely Vulnerable):***

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

The list of people in very high risk groups include people who:

* are over 70 years of age - even if you're fit and well
* have had an organ transplant
* are undergoing active chemotherapy fo[r cancer](https://www2.hse.ie/conditions/coronavirus/cancer-patients.html)
* are having radical radiotherapy for lung cancer
* have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* are having immunotherapy or other continuing antibody treatments for cancer
* are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* severe respiratory conditions including cystic fibrosis, [severe asthma,](https://www2.hse.ie/conditions/coronavirus/asthma.html) pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](https://www2.hse.ie/conditions/coronavirus/copd.html)
* have a condition that means you have a very high risk of getting infections (such as SCID, homozygous

sickle cell)

* are [taking medicine that makes you much more likely to get infections](https://www2.hse.ie/conditions/coronavirus/weak-immune-system.html) (such as high doses of steroids or immunosuppression therapies)
* have a serious heart condition and you are pregnant

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

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

## 8.Control Measures

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

These control measures are outlined in this document.

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

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

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

The following control measures have been put in place:

### a. Return to Work Form

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

### b. Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building.

The aim of such training is to ensure that staff have full knowledge and understanding of the following:

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

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

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

### d. Hygiene and Respiratory Etiquette

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

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

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

### e. Use of Personal Protective Equipment (PPE)

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

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

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

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering is recommended for adults who cannot maintain the 2m social distance from colleagues.

The wearing of a visor may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

***f. Wearing of Gloves:***

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

### g. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

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

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

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

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

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

### h. Access to the school building /contact log

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

These procedures have already been communicated to staff and parents.

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed contact tracing log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts.

### i. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Kildimo National School.

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

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

## 9.Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Kildimo National School will deal with a suspected case that may arise during the course of work.

A designated isolation area has be identified within the school building. (The resource room at the end of the main school corridor)

In the event of having more than one person displaying signs of Covid-19, DES guidelines suggest that children can be accommodated in their own classroom until they can be collected, once the 2m physical distance can be maintained between that child and his/her classmates.

If a staff member/pupil displays symptoms of Covid-19 while at work in Kildimo National School, the following are the procedures to be implemented:

* If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately
* The staff member/child will be accompanied to the designated isolation room by a staff member, 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
* The staff member/child will immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home.
* The individual will be advised to avoid touching people, surfaces and objects.
* Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
* If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and s/he will be advised 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.
* An assessment of the incident will be carried out, which will form part of determining follow-up actions and recovery.
* Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

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

## 10.Staff Duties

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

* Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
* Coordinate and work with their colleagues to ensure that physical distancing is maintained
* Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
* Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19
* Not return or attend school if they have symptoms of Covid-19 under any circumstances.
* If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
* Complete the RTW form before they return to work
* Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
* Must complete Covid-19 Induction Training and any other training required prior to their return to school
* Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
* Keep informed of the updated advice of the publ**ic** health authorities and comply with same.

11.Covid related absence management

Covid-19 related absence will be managed in line with agreed procedures outlined in the relevant DES Circulars.

## 12.Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work.

The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people’s personal, family and social lives as well as their work arrangements.

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

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

**Appendix 1**

**Pre-Return to Kildimo National School Questionnaire COVID-19**

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to school.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **YES** | **NO** |
| 1. | Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? |  |  |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? |  |  |
| 3. | Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days? |  |  |
| 4. | Have you been advised by a doctor to self-isolate at this time? |  |  |
| 5. | Have you been advised by a doctor to cocoon at this time? |  |  |
| 6. | Have you been advised by your doctor that you are in the very high risk group?  If yes, please liaise with your doctor and Principal re return to work. |  |  |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 BoM in Kildimo NS to address significant hazards and risks in the workplace, to access 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 St. Projects 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.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

**Severity x Probability = Risk Rating**

**Severity**

|  |  |  |
| --- | --- | --- |
| **Severity Rating** | **Interpretation** | **Numerical Value** |
| Fatality or Catastrophic | Single or multiple fatalities, widespread illness, large scale property or equipment damage | 5 |
| Major | Serious injury or illness, significant property or equipment damage | 4 |
| Moderate | Injury and damage to property | 3 |
| Minor | Minor injury or illness, minor property or equipment damage | 2 |
| Trivial | No significant injury or illness, no significant property or equipment damage | 1 |

**Probability/Likelihood**

|  |  |  |
| --- | --- | --- |
| **Probability Rating** | **Interpretation** | **Numerical Value** |
| Inevitable | Likely to occur either immediately or in the short term | 5 |
| Very Likely | Could occur in time or if repeated enough | 4 |
| Likely | Likely to occur | 3 |
| Unlikely | Though unlikely, may occur over time | 2 |
| Rare | Unlikely to occur at all | 1 |

**Risk Rating**

|  |  |  |
| --- | --- | --- |
| **Numerical Value**  Severity x Probability | **Descriptive risk rating** | **Interpretation** |
| 16 – 25 | **Emergency – Extremely serious**  If an incident were to occur, it would be likely  that a permanent, debilitating injury or death  would result | Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place. |
| 11 – 15 | **Severe and Serious**  If an incident were to occur, it would be likely  that an injury requiring medical treatment would  result. | Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed. |
| 6 – 10 | **Medium**  If an incident were to occur, there would be  some chance that an injury requiring First Aid  treatment would result | Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient. |
| 1 – 5 | **Trivial or Negligible** If an incident were to occur, there would be little  likelihood that an injury would result | No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained. |

**\*Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

**Covid- 19 Policy Statement**

Kildimo National School is committed to providing a safe and healthy workplace for all our staff and students.

To this end, the Board of Management has developed a Covid-19 Response Plan and updated the Safety Statement for the school. All staff and pupils are responsible for the implementation of the response plan and a combined effort will help contain the spread of the virus. The Board of Management will:

* continue to monitor our Covid-19 response and amend this plan in consultation with our staff, pupils and parents/guardians
* provide up to date information to our staff, pupils and parents/guardians on the Public Health advice issued by the HSE and Gov.ie
* display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
* provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
* 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 guidance of the Department of Education and Skills
* keep a log of contact of staff and pupil engagement to help with contact tracing
* ensure staff and pupils engage with the online induction/familiarisation briefing provided by the Department of Education and Skills
* implement the agreed procedures to be followed in the event of someone showing symptoms of Covid-19 while at school
* provide instructions for staff and pupils to follow if they develop signs and symptoms of Covid-19 during school time in line with the procedures provided by the Department of Education and Skills
* implement cleaning in line with government advice and agreed checklists

All staff, pupils and parents/guardians will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

Ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Who may be affected?** | | **Identified Risks** | **Risk Communication, Education and Training** | | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | | |
| **Staff** | | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | 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.  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.  The Board of Management will:   * Ensure that all staff receive necessary training prior to returning to work * Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils * Promote safe individual practices within the school campus * Engage with staff in providing feedback on the preventive measures and their effectiveness * Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation * Emphasise the effectiveness of adopting protective measures especially good personal hygiene * Provide specific training in the proper use of PPE for staff, where required | | | Negligible | | Board of Management Principal  Staff | |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | | | |
| Assessment Date: June, 2020 | | | | | Assessor’s Name: Aoife Foley | | | | |
| **Who may be affected?** | **Identified Risks** | | | **Hygiene** | | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | | |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | | | The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate santitisers will be available throughout the school.  Staff should:   * Wash their hands properly and often. Hands should be washed:   + After coughing or sneezing   + Before and after eating or preparing food   + Before and after using protective gloves   + Before and after being on public transport   + When arriving and leaving the school campus   + 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 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.  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 37.5 degrees or above) * Cough * Shortness of breath * Breathing difficulties   Any Staff Member displaying symptoms 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** | | | Requires monitoring | | Board of Management Principal  Staff  Visitors | |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | | | |
| Assessment Date: June, 2020 | | | | | Assessor’s Name: Aoife Foley | | | | |

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| **Who may be affected?** | **Identified Risks** | | | **Hygiene** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | | | The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility. * Appropriate social distancing markings are in place * Necessary PPE is available to staff * Standard cleaning and maintenance regimes are put in place and detailed records retained * Toilet facilities are cleaned regularly * All drinking water facilities will be shut down * 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 * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people * Covid compliant work areas to be available where social distancing guidelines can be applied * There is staggered use of the staff room and other communal facilities * Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow * All waste collection points are emptied regularly throughout and 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 | | Requires monitoring | Board of Management Principal  Staff  Visitors |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | | | Assessor’s Name: Aoife Foley | | |
| **Who may be affected?** | | **Identified Risks** | **Social Distancing** | | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | | |
| All staff  Pupils  Visitors  Contractors  Public | | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | 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 social distancing rules in relation to those entering and working in the school * physical spacing for work stations and common spaces, such as entrances/exits, lifts, kithchen areas, canteens, stairs, where congregation or queuing of staff, or students of 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 * Appropriate social distancing arangements will be in place throughout the facility * Meetings of staff will take place online and by using either physical distancing facilities * There is currently a strict no handshaking policy in place within the school * All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible   **Where 2 metre distance cannot be maintained between adults, a face covering must be worn.**  Requirements for personnel working within 2 metres of each other:   * No worker has symptoms of Covid-19 * The close contact work cannot be avoided * Installation of physical barriers * PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice * Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | | | Requires monitoring  Serious | Board of Management Principal  Staff  Visitors |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | | | Assessor’s Name: Aoife Foley | | |

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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  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | 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. Staff are advised to clean personal items that they have 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 * Sufficient cleaning materials and PPE will be available to allow for increased cleaning * Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves * System in place for the disposable 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 | | Requires monitoring | Board of Management  Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Office and administration areas** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | * 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. | | Requires monitoring | Board of Management Principal  Administration staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Use of PPE** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.  Where PPE is required by staff, they will be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.  PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.  PPE will not be required to be worn within the school facility according to current occupational and public health guidance.  Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following link:  [www.hse/coronavirus](http://www.hse/coronavirus)    Face masks will be provided to all staff.  Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.  \*Face coverings are not recommended to be worn by children under 13 years. | | Requires monitoring | Board of Management Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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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 school book rental co-ordinator) | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:   * 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 returned to the school * Follow the agreed school protocols if you are displaying symptoms of Covid-19 * 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 the next school year * Hands should be washed in line with relevant guidance | | Requires monitoring | Board of Management Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Using equipment** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| **All staff** | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | * Staff must wear the appropriate PPE for the nature of the work that they are undertaking * All equipment must be properly sanitised to prevent cross contamination * Cleaning material will be available so that all equipment can be wiped down with disinfectant between each use * All mobile machinery (including lawnmowers) must be thoroughly cleaned and santisied prior to use | | Requires monitoring | Board of Management  Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **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  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | **The Board of Management will*:***   * Appoint an appropriate person for dealing with suspected cases. * Have a designated isolation area available within the school building. This has been identified as the resource room at the end of the main school corridor   **If a person displays symptoms of Covid-19 the following procedure is to be implemented**:   * Isolate the person and accompany the individual to the designated isolation area 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 the person is an adult. 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 will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided | | Requires monitoring | Board of Management  Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19 (continued)** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors  Contractors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | * If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and 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. * An assessment of the incident will be carried out, which will form part of determining follow-up actions and recovery. * Arrangements for appropriate cleaning of the isolation area and work areas are in place. | | Requires monitoring | Board of Management Principal  Staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Covid-19 cleaning** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | All cleaning will be undertaken in line with DES and public health guidance.     * 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 * The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours * For cleaning purposes, wear a face mask, disposable or washing up gloves. * These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles * If an area has been heavily contaminated, such as with visible bodily fluids, * from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron * Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning * Public areas where a symptomatic individual has passed through and spent   minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal   * All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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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  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | All cleaning will be undertaken in line with DES and public health guidance.  Use disposable cloths or paper roll and disposable mob 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 must be disposed of and should be put into waste bags as outlined below.  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 | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |
| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19 (continued)** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Visitors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | **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  an unwell person can be washed with other people’s items. Do not shake dirty  laundry as this minimises the possibility of dispersing the virus through the air   * Clean and disinfect anything used for transporting laundry with your usual products,   in line with the cleaning guidance outlined above  **Waste Management**   * Waste should be put in a plastic rubbish bag and tied when full * The plastic bag should then be placed in a second bin bag and tied * It should be put in a suitable and secure place and marked for storage until the   individual’s test results are known   * All waste should be stored safely and kept away from children. You should not put   waste in communal waste areas until negative test results are known or the waste  has been stored for at least 72 hours   * If the individual tests negative, the waste can be put in with the normal waste. If the   individual tests positive, then store it for at least 72 hours and put in with the normal  waste | | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Travel to and from work** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case **s/he 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 santiser and use it regularly throughout your journey. | | Requires monitoring | All staff |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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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  Bus and taxi drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | Arrangements for dropping off and picking up pupils from the school facility have been organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.  Where pupils travel by public transport the Board of Management will provide a designated drop off/awaiting area (where possible) that supports social distancing measures.  Parents/guardians are encouraged to wait in the car outside of the school | | Requires monitoring | Board of Management  Principal  Staff  Bus and taxi drivers |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Visitors to school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | 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 * Remain at home if they have any Covid-19 symptoms * Follow the agreed Covid-19 protocols for the school * Sanitise upon entering the premises * Attendance to be recorded on entry to building * Wear PPE if instructed * Adhere to social distancing requirements * Not to loiter – complete their business and leave premises | | Requires monitoring | Board of Management  Principal |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

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| **Who may be affected?** | **Identified Risks** | **Management of deliveries and supplies to school** | | **Risk Rating with controls** | **Action implementation** |
| **Controls** | |
| Staff  Pupils  Drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 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:  • 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  •Death | * Ensure that all delivery transactions comply with physical distancing requirements * Agree a delivery protocol with suppliers * Deliveries will be arranged for after school hours insofar as possible. * Appropriate sanitizing arrangements at access and egress points.   . | | Requires monitoring | Board of Management  Principal  Staff  Delivery personnel |
| Risk Level Calculation  (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  (c) Risk Rating = (a) X (b) | | | Risk Level Action  1-5 Trivial risk Acceptable  6-10 Medium risk Requires monitoring  11-15 Severe risk Requires immediate further action and control  16-25 Emergency risk Halt activity and review immediately | | |
| Assessment Date: June, 2020 | | | Assessor’s Name: Aoife Foley | | |

**Declaration of Sight**

I have read and understand the contents of this document.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Appendix 3**

**Kildimo National School Contact Tracing Log**

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| **Name of School** |  | | | | | **School Contact Person** | |  | |
| **Address of School** |  | | | | | **For Queries only:**  **Phone No** | |  | |
| **Email for** | |  | |
| **Name of Visitor** |  | | | | | | | | Was the visit pre-arranged with the Principal?  Yes 🞏 No 🞏 |
| **Date of Visit** | \_\_ \_\_ / \_\_ \_\_ /\_\_\_\_\_\_\_\_ | | **Time** | **Entry  to school** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 | | | | | **Exit  from School** \_\_\_\_\_\_\_\_\_\_ am 🞏 pm 🞏 |
| **Visitor Status** | Contractor 🞏 | Parent 🞏 | | Other 🞏 Please complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Contact details of visitor** | Company Name  (if applicable) |  | | | | | | | |
| Address |  | | | | | | | |
| Contact No. |  | | | Email Address | |  | | |
| Reason for Visit |  | | | | | | | |
| **Who the visitor met (separate line required for each person the visitor met)** | | | | | | | | | |
| **Name of Person visited** | | | | | | | | | **Length of time spent with each person in the school** |
|  | | | | | | | | |  |
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