**Killeen N.S. Updated COVID Risk Assessment**

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| Potential Hazard | Risk Level | Control Measures / Procedures | Follow Up Comments |
| Parents / Children congregating at the school gate in the morning | High | School gates will be opened at 8:45 am  Parents will be contacted not to have their children at the school gate before 8:45am  There will be staggered opening times for pupils.  Junior Infants, Third and Fourth class will enter school at 8:55am  Senior Infants, First, Second, Fifth, and Sixth will enter at 9:05am |  |
| Parents of Infant Children walking them to their classroom | Medium | This will no longer be allowed. Parents will walk to designated entrance and class teacher/SNAwill escort children to their classroom. |  |
| Children entering the school building | Medium | Everyone entering the building should be required to perform hand hygiene with a hand sanitiser. This may need to be supervised – SNA / Classroom teacher when they enter classroom. |  |
| Child forgets something (e.g. Lunch) | Medium | In relation to drop off of forgotten items (books lunch boxes) a designated drop off point that does not require interactions with staff may be appropriate – green bench beside electric gate entrance.  Parent will have to ring school on arrival to arrange for gate to be opened. |  |
| Children from different classes interacting with each other during break times | Medium | Staggered breaks whereby only one class will be in a particular yard / particular section of a yard at a time.  Children should be encouraged to perform hand hygiene before and after outdoor activities.  Footballs will be used and cleaned after use |  |
| First Aid during break times or during school day | Medium | Teachers will be provided with their own First Aid bag, which will be kept in their own classrooms and brought outside the days they are on yard duty. |  |
| Administration of First Aid | Medium | Teachers will wear PPE when administering first aid. |  |
| Use of Sick Bench | Medium | Child who is unable to play in the yard will sit on the bench in the shelter under the supervision of the teacher on yard duty. |  |
| Children needing to go to the toilet during break times | Medium | Ensure all children have the opportunity to go the toilet before and after break times to minimise children needing to go to the toilet during break times.  If they need to go to the toilet must do so in the toilet in their own classroom. |  |
| Use of Staffroom | Medium | Access to the staffroom will be restricted.  Staggered use by class teachers / SETs and SNA’s when not on yard duty  Will be used to store medication and for meetings with a small number of staff to allow for physical distancing.  Will allow for physical distancing but will be using same fridge / kettle / microwave / milk.  A distance of 2m is recommended for physical distancing by staff.  This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.  If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.  Physical distancing should be observed between staff members within the staff room through the use of staggered breaks and use of Perspex screen on Staffroom table.  Staff must bring in,use and clean their own equipment and utensils (cup, cutlery, plate etc.). |  |
| Fire Drills | High | Whole school fire drills will not take place.  Teachers will conduct their own fire drill with their class once a term showing them which fire exit they use and where they line up in the event of a fire. |  |
| PE Equipment | Medium | Will need to be cleaned after use by a particular class.  Children should be encouraged to perform hand hygiene before and after these activities. |  |
| Science / Music / Art Equipment | Medium | Stored in classrooms.  Cannot be moved from classroom or shared between different classes, unless sterilised afterwards.  To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.  Wind instruments should be cleaned and disinfected between use.  Where possible students should be encouraged to have their own individual art and equipment supplies. |  |
| In-Class Support from SET | Medium | SET will be assigned to either the Junior bubble or senior bubble in the school.  SET who move from class bubble to class bubble should be limited as much as possible. |  |
| SNAs moving between classes | Medium | SNA’s will be assigned to either the Junior bubble or senior bubble in the school.  Movement from class bubble to class bubble should be limited as much as possible. |  |
| Coaching | Medium | Will only take place outside, separate equipment for each class and coach will not handle this equipment.  Where separate equipment is not available, coach will sanitise before using with the next group. |  |
| Homework Journals / Copies / Pupils’ Possessions | Medium | Teachers will correct puils’ copies on Friday afternoons so that a 72 hour window will apply. Pupils at the Senior end of the school will have 2 Obair bhaile copies which they will alternate to give teachers the opportunity to correct them.  Teachers will not handle pupils’ possessions.  A pupil will not touch another pupil’s possessions.  Pupils and teachers should avoid sharing of personal items such as pens and other writing material. |  |
| Toileting / SNAs |  | SNAs will wear PPE. |  |
| Touching of door handles | Medium | Classroom door handles will be sanitised regularly. |  |
| Touching of toilet doors | Medium | Door handles will be sanitised regularly. |  |
| Absent teachers | High | Sequence for covering all teacher absences:  1. Supply panel  2. School’s own panel of regular substitutes,  3. National substitute service,  4. If no substitute is available from above options then a school may  • For teachers in mainstream classes, schools use other non-mainstream teachers to cover the absence. A substitute may be employed on a subsequent date when one is available. On that day, the mainstream classroom teacher will undertake non mainstream teaching and the substitute will teach the mainstream class.  • For non-mainstream teachers a substitute may be employed on a subsequent date when one is available. Special Needs Class teachers cannot be used in this way.   * Local arrangements that facilitate the pupils to be supervised in a manner that does not involve them being split between existing classes in classrooms. |  |
| Messages | Medium | No child will be sent to another class on messages.  Children will not be allowed to go into other classrooms. |  |
| Teacher going to toilet | Low | If available SNA or SET assigned to that class will mind the class.  Teacher next door supervises class without going into the classroom. |  |
| Parent teacher meetings | Medium | Will not take place this year face to face. Written report is sent home / emailed to parents. |  |
| Parents visiting / collecting children for appointments | Medium | All gates are locked from 9:20 – 13:35 and again from 13:50 – 14:35.  If parent needs to enter school for an urgent reason during this time will phone office to arrange for gate to be opened.  If collecting a child for an appointment, class teacher should be informed beforehand.  Parent asked to remain in their car and the child will be secorted out to meet them.  Parents are not allowed to enter school yard or building. All contact with teachers should be via email/ phonecall/ note in pupil’s homework diary. |  |
| Suspected Case of COVID 19 | High | If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;  Isolate the person and have a procedure in place to accompany the individual to the designated isolation area, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;  Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;  If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;  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/be brought home by parents who will 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 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 should be followed and staff and pupil confidentiality is essential at all times.  The LWR Sinead Parsons and the Principal Jessica Whelahan will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.  School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting. |  |
| Sick Child who does not have COVID symptoms | Medium | Parent will be called and informed.  If child needs to be collected parent will phone office on arrival to the school. They will wait in the car and child be be escorted out to them by SNA. |  |
| Delivery of Mail | Medium | Post box on school gate. |  |
| Other Deliveries | Medium | Will arrange contactless delivery, invoicing and payment. |  |
| Swimming Lessons | Medium | We will not go swimming this year. |  |
| School Tour | Medium | Will not take place this year.  Virtual Panto will be shared with the children at Christmas time in their own classrooms.  Virtual tour of National Reptile Zoo to take place in March. |  |
| Collection of Bins | High | There should be regular collection of used waste disposal bags from offices and other areas within the school facility. |  |
| Parents / Children Congregating at the school gate at home time | High | Staggered finishing times for different classes.  Parents asked to stay in their cars until teacher approaches with children and then asked to wait on the socially distanced marking spots on the pathway. |  |
| After School Activities | Medium | After school activities will not be able to take place. |  |
| Photocopying | Medium | Photocopier will be cleaned on a regular basis. |  |
| Staff Members who fall into any of the higher risk categories | High | Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category – will wear PPE. |  |
| Student Teachers | Medium | Will saty with the same class grouping for the duration. |  |
| Substitute Teachers | Medium | Not to attend school if they have symptoms of COVID-19 under any circumstances. |  |
| Staff Meetings | Medium | Will be held in 5th and 6th classroom to allow for physical distancing.  Staff meetings may be held remotely, or in small groups or in large spaces to facilitate physical distancing.  Held in groups.  Zoom meetings |  |
| Visitors to school being in close proximity to secretary | Medium | Pupils or visitors not allowed to enter the office. |  |
| Member of staff coming to work with symptoms of COVID 19 | High | Request all staff members to confirm on arrival for work each day that they do not have symptoms of COVID-19 infection.  All staff members will be informed not to return to or attend school in the event of the following: 1. if they live with someone who has symptoms of the virus.  2. if they have travelled outside of Ireland.  In such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. Staff members must co-operate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school .Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health |  |
| Pupil coming to school with symptoms of COVID 19 | High | Ensure pupils are aware that if they develop signs or symptoms when at school they should let their teacher know. |  |
| Handling of bins | Medium | Pedal bins will be located near wash basins for disposing of paper towels.  Foot operated pedal bins in each classroom for disposal of dirty tissues, etc. |  |
| Incorrect Hand washing by pupils | High | Contactless hand Sanitisers in all classrooms.  One pump soap dispensers installed in all communal toilets.  Posters displaying hand washing technique and promoting hand-washing should be placed on the wall adjacent to washing |  |
| Teacher’s desk in close proximity to pupils’ desks. | Medium | The teacher’s desk should be placed at least 1m and where possible 2m away from pupil’s desks.  An exclusion zone will be marked around the teacher’s desk. |  |
| Use of shared toys in Infant Classrooms | Medium | All toys should be cleaned daily with sanitiser spray gun.  This will remove dust and dirt that can harbour germs.  Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.  All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.  Clean toys and equipment should be stored in a clean container or clean cupboard.  At this time soft modelling materials and play dough where used should be for individual use only. |  |
| Pupils sharing ICT equipment | Medium | Shared electronics such as tablets, touch screens, keyboards should be cleaned between use.  Consider use of wipeable covers for electronics to facilitate cleaning. |  |
| Pupils / Staff sharing towels | High | Good quality disposable paper towels (preferably wall mounted) should be available at or near the wash hand basins for drying hands. Shared towels should not be used. |  |
| Pupils being in close proximity to each other, particularly in their classroom | High | Where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.  A distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary school for all pupils.  All available space in the school should be availed of in order to safely maximise physical distancing. The class space should be reconfigured to maximise physical distancing.  Maintaining as much distance as is reasonably practicable between people within the classroom is likely to have substantial effect.  Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided.  Where pupils need to move about within the classroom to perform activities (for example to access a shared resource) this should be organised to the greatest extent possible to minimise congregation around the point of access to the shared resource.  Where sub-groups are formed within a class for group work, to the greatest extent possible the same pupils should generally be in the same group, although movement between groups may be necessary to address tensions between pupils.  If a class is divided into Pods, there should be at least [1m distance] between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.  Pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context.  Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible. |  |
| Infection of objects (such as desks in classroom) | High | Each school setting should be cleaned at least once per day. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.  Staff should thoroughly clean and disinfect their work area before and after use each day.  Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)  Where possible, work-stations should be allocated consistently to the same staff and children rather than having spaces that are shared. |  |
| Lack of fresh air circulating in classrooms | High | As per new guidelines (February 2021), windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. |  |
| Staff not observing physical distancing with other members of staff / responsibilities of staff members | Medium | Staff will be supplied with face masks and visors for use in the school. PPE is to be available for all staff who need it. Medical Grade Face Masks will be in use.  Training –  A distance of 2 metres is recommended for physical distancing by staff. In the context of education this is especially relevant to distancing between adults when they are not engaged in teaching for example when on breaks and arriving for work.  If a distance of 2m cannot be maintained in staff group interactions, as much distance as possible should be maintained and guidance on face coverings should be observed.  Physical distancing should be observed between staff members within the staff room through the use of staggered breaks etc.  Staff meetings may be held remotely, or in small groups or in large spaces to facilitate physical distancing.  Implement a no hand shaking policy.  Minimise gathering of school staff in workplace at beginning or end of school day  Staff can rotate between areas/classes but this should be minimised where possible.  Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. 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. In this regard and 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.  • Complete the RTW form before they return to work.   * Confirm by email to the Principal that the details in their Return to Work Form remain unchanged after holiday periods such as Christmas, Easter, etc.   • Must inform the principal if there are any other circumstances relating to COVID19, 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.  • 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 COVID-19.  • Not return to 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.  • Keep informed of the updated advice of the public health authorities and comply with same. |  |
| Use of class library | Medium | Any book handled by the children will be put in a separate box for 72 hours before being reintroduced.  Children should be encouraged to perform hand hygiene after using any shared item.  Where practical pupils should have their own books. |  |
| Use of book rental school books | Medium | Each pupil should have dedicated school books.  Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses.  Children should be encouraged to perform hand hygiene after using any shared item. |  |
| Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present | High | The room should be cleaned as soon as practicably possible.  Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.  Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.  Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).  Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.  Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused. If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible. |  |
| More than one person displaying signs of COVID 19 | High | Second isolation area will be outside of office if needed. |  |
| Children with special educational needs (SEN) experiencing difficulties | Medium | For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.  Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously – SNA will assist and wear PPE when assisting.  Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers’ instructions. |  |
| A negative impact on Staff Wellbeing | High | Staff made aware that support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service.  Staff are also made aware of the following:  Under the Employee Assistance Service, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year. |  |