***Paddock N.S.***

**Paddock , Mountrath , Co. Laois.**

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 **Child Safeguarding Risk Assessment – including risks due to Covid 19**

In line with the requirements of Safety, Health and Welfare at Work act 2005 ( section 19 ) it is the policy of the BOM in Paddock 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 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 a risk assessment is carried out.

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.

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| **List of school Activities** | **Risk Level** | **The School has identified the following Risk or Harm** | **The school has the following procedures in place to address identified risks** |
| Training of school personnel in Child Protection matters | High | Harm not recognised or reported promptly | Child Safeguarding Statement & DES procedures made available to all staffDLP & DDLP to attend PDST face to face training.All staff to view TUSLA training module & any other online training offered by PDSTBOM records all records of staff and board training. |
| One to One teaching | Med | Harm by school personnel | School has policy in place for one to one teaching (See Special Ed. Policy) |
| Care of children with special needs, including intimate care needs | High | Harm by school personnel | Policy on Intimate Care |
| Toilet areas  | Med | Inappropriate behaviour | School procedures in place.Toilets in classroomsUse of hall bathroom for yard-timeUse of classroom toilets during playtime due to Covid -19. |
| Curricular provision in respect of SPHE, RSE, Stay Safe. | Med | Non-teaching of same | School implements SPHE, RSE, Stay Safe programme in full  |
| Early collection of pupils from school | Low | Harm to pupils | Sign out book in place for early collectionChildren are collected from classroom door by adult |
|  New carpark (opened January 2019 | High | Moving vehicles – high risk of accidents | School procedure in place - Parental involvement in operation :One –way systemParents drop / collect child to / from school entrance gateNo unaccompanied children in carpark at collection times |
| Sports Coaches/Visiting instructors and speakers/Volunteers | Med | Harm to pupils | Policy & Procedures in place with visitors.Vetting of all coaches / instructors.Teacher supervision with all coaching or instruction sessions.Child Safeguarding Statement and DES procedures made available to all. |
| Students participating in work experience | Low | Harm by student | Students vetted by secondary school/training organisations.Teacher supervision at all times.  |
| Substitute teachers | Low | Harm by substitute teacher | Appropriate documentation sought  |
| Recreation breaks for pupils | Med | Harm by other pupils | Appropriate teacher supervision in place |
| Mainstream teaching | low | Harm by teacher | Professional guidelines revised and implemented |
| Extra curricular sporting activities | Low | Harm by other pupils / teacher/trainer | Parental responsibility for travel to pitch for after school training.Two teachers present at training.Teacher supervision on bus travelling to matchesCode of Behaviour |
| School outings/tours (and/or including overnight stays) | High | Harm to pupils by pupils, teachers and adults both known and unknown | Teacher supervision in line with appropriate ratioMinimum of two pupils entering bathroom at one timeRequest child safeguarding statement from venue if necessary |
| Swimming lessons | Med | Harm to pupils | Adequate Teacher supervision at all times.Fully qualified Swimming instructors – children swimming at appropriate level of ability.Parental support advised for changing of children – especially younger & SEN children. Request child safeguarding statement from venue if necessary |
| School transport arrangements | Low | Harm to pupils by driver/other pupils/teacher | Code of behaviourFull teacher supervision at all timesBus arranged for travelling to all matches |
| Administration of medicine | Low | Harm to pupils by administrator | Policy in place (see Administration of Medicine policy) |
| Administration of First Aid | Low | Harm to pupils by administrator | See Administration policy – First Aid. |
| Prevention and dealing with bullying among pupils | Med | Harm to pupils by other pupils and adults | Anti Bullying policyCode of Behaviour policyStay Safe programmePromotion of positive school environmentVisible reminders of same – eg. Friendship week |
| Use of Information and Communication Technology by pupils in school | low | Harm to pupils  | Teacher supervision of any internet usageLocks activated in accordance with guidelines.Personal phone prohibited for pupils |
| Recruitment of school personnel -Principal/DeputyTeachersSNAsSecretary/ Cleaner | low | Harm not recognised or properly or promptly reported | Child Safeguarding Statement & DES procedures made available to all staffVetting proceduresCheck referencesDLP & DDLP to attend PDST face to face training.All staff to view TUSLA training module & any other online training offered by PDSTBOM records all records of staff and board training. |
| Application of sanctions under the school's Code of Behaviour including lunchtime detention of pupils, confiscation of phones etc | Low | Harm by pupils or teacherAccess to phone contents | Specific designated area with door open next to staff room.Phone powered off by pupil and kept in a visible area. |
| Use of video/photography/other media to record events | High | Harm to pupils by inappropriate sharing | Parental consent to video/photography on enrolment for school use.No personal identification accompanying photos on school website and/or pictures in school gallery. |
| Contractors present in school during school hoursEg: school photographer, IT technician etc | Low | Harm to pupils | Teacher present with pupils at all times |
|  Public Health Nurse visit | Low | Harm to pupils | Ensure proper documentation and vetting is up to date by visiting nurse.As far as possible checks are in an open area with nearest classroom door open. |
| Online teaching and Learning | Med | Harm to Pupils – risk of harm due to inappropriate use of online teaching and learning communication platform | School has Acceptable Use Policy and Remote Teaching Policy in place, to provide provision for online teaching and learning remotely. |
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**Updated Risk Assessments to minimise the risk of being exposcd to Covid -19**

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 Paddock NS 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.

**Risk Communication, Education and Training**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff | Spread of Covid-19 virusPersons 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 womenKnown 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 PrincipalStaff |

**Hygiene**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| All StaffPupilsVisitorsContractorsPublic | Spread of Covid-19 virusPersons 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 womenKnown 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 (i.e. hand gel dispensers, etc.) 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 increased 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 daysAny 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 advisorStaff can follow https://www2.hse.ie/ for regular updates or can contact HSE Live for advice **1850 241850**The Board of Management will ensure that:* Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).
* Appropriate social distancing markings are in place
* Necessary 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 (for example wipes/disinfection products, paper towels and waste bins/bags)
* 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
* Social distancing guidelines are adhered to with use of kitchen or other communal facilities. ( Staggered use implemented if necessary)
* 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 PrincipalStaffVisitors |

**Social Distancing**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| All StaffPupilsVisitorsContractorsPublic | Spread of Covid-19 virusPersons 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 womenKnown 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 Management will ensure that:* all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school
* physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, kitchen areas, stairs, where congregation or queuing of staff, or students of visitors might occur
* Break times  school supervision procedures must be strictly adhered to
* Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)
* Appropriate social distancing arrangements will be in place throughout the facility
* 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 (DES guidance awaited)**Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):* No worker has symptoms of Covid-19
* The close contact work cannot be avoided
* Installation of physical barriers e.g. clear plastic sneeze guards
* PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice
* An exclusion zone for <2m work will be set up pre task commencement

Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | Requires monitoringSerious | Board of Management PrincipalStaffVisitors |

**Cleaning**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff especially cleaning staff | Spread of Covid-19 virusPersons 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 womenKnown 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 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 PrincipalStaff |

**Office and Administration areas**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff especially cleaning staff | Spread of Covid-19 virusPersons 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 womenKnown 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 PrincipalAdmin Staff |

**Use of PPE**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff  | Spread of Covid-19 virusPersons 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 womenKnown 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 notified accordingly and 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:[**https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html**](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)Face masks will be provided to all staff and are available for optional use. 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 PrincipalStaff |

**Handling books and other resources during Covid-19**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff (particulary SNAs, school secretaries and class teachers) | Spread of Covid-19 virusPersons 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 womenKnown 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 2m)
* 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 PrincipalStaff |

**Using Hand tools or equipment**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| All Staff  | Spread of Covid-19 virusPersons 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 womenKnown 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 tools and equipment must be properly sanitised to prevent cross contamination
* Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable
* Cleaning material will be available so that all tools can be wiped down with disinfectant between each use
* All mobile machinery must be thoroughly cleaned and sanitised prior to use.
 | Requires monitoring | Board of Management PrincipalStaff |

**Dealing with a Suspected case of Covid-19.**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff PupilsVisitorsContractors | Spread of Covid-19 virusPersons 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 womenKnown 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 designated area and the route to the designated area will be the front hall – as it should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities.

**If a person displays symptoms of Covid-19 the following procedure is to be implemented**:* Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
* Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
* Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home.

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided* If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
* If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
* Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.

Arrange for appropriate cleaning of the isolation area and work areas involved | Requires monitoring | Board of Management PrincipalStaff |

**Covid-19 Cleaning**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff PupilsVisitors | Spread of Covid-19 virusPersons 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 womenKnown 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. | Requires monitoring | Board of Management PrincipalStaff |

**Cleaning a space with a suspected / confirmed case of Covid -19.**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff PupilsVisitors | Spread of Covid-19 virusPersons 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 womenKnown 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, application and contact timesDisinfectants 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 usedAny items that have been heavily contaminated with body fluids 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 viruscontamination will have decreased substantially, and cleaning can take place as normal.**Laundry*** Wash items in accordance with the manufacturer’s instructions. Use the warmest

 water setting and dry items completely. Dirty laundry that has been in contact with an unwell person cannot 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 | SeriousRequires monitoring | Board of Management PrincipalCleaning Staff |

**Travel to and from work.**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff  | Spread of Covid-19 virusPersons 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 womenKnown 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 **they should not travel to work.**Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.If availing of public transport, sit down to minimise contact with frequently touched surfaces, Handles, roof-straps, isolation bars, etc. Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey. | Requires monitoring | Staff |

**Dropping off and Picking up pupils.**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff Pupils Parents/ GuardiansWider Community Bus / taxi drivers | Spread of Covid-19 virusPersons 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 womenKnown 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 will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. Parents/guardians will be encouraged to follow guidelines as per dropping and collecting of children in the school carpark .Where SEN pupils are dropped off and picked up by a private car, the accompanying adult should remain in the car with the pupil. A designated staff member will come to the car to receive the pupil and will avoid or limit physical contact with the accompanying adult. A similar process should be followed for pick up.  | Requires monitoring | Board of ManagementPrincipalStaff |

**Visitors to school**

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| **Who may be Affected** | **Identified Risks** | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| Staff Pupils Wider Community | Spread of Covid-19 virusPersons 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 womenKnown 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 before 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 | Staff |

**Important Note :** It should be noted that risk in the context of this Risk Assessment is the risk of 'harm' as defined in the *Children First Act 2015* and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017.*

In undertaking this Risk Assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified.

When it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management.

It will be reviewed as part of the school's annual review of its Child safeguarding Statement.

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BOM Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next review date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**RISK ASSESSMENT FOR PREGNANT STAFF MEMBERS (TEACHERS, SPECIAL NEEDS ASSISTANTS AND ANCILLARY STAFF)**

 **Employee Name: Joan Dollard Position: Teacher □ SNA □ Other staff member □**

 **Assessment Date: 31st August, 2021 Name of Assessor: School staff – ( discussed at meeting prior to opening on September 1st, 2021. )**

***Please note that the content of this risk assessment is of a confidential nature and it should be stored securely in accordance with the school’s Data Protection policy.***

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| **Identified Risks**  | **Controls to minimise risk** | **Persons responsible** |
| Additional potential risks to pregnant employees, as identified by staff :* e.g. Contact with chemical/biological agents
* e.g. Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue
* e.g. Pushing/pulling/ carrying heavy or awkward

items* Yard Duty
* Steps internally

Categorisation:Based on current Department of Education [Circular 0042/2021](https://www.gov.ie/en/circular/b4832-coronavirus-covid-19-arrangements-for-teachers-and-special-needs-assistants-employed-in-recognised-primary-and-post-primary-schools/) (or update thereof) or [*Working Arrangements for staff (other than Teachers and SNAs) who are categorised as Very High Risk (VHR) and for Pregnant staff (other than Teachers and SNAs) employed in recognised Primary and Post Primary Schools - 2021/22 School Year*](https://assets.gov.ie/179664/f0fcedb7-11ac-4481-8f31-e481512b0630.pdf)(or update thereof) what is the current status of the employee’s COVID-19 Health Risk Categorisation:Very High Risk □High Risk □Normal Risk □ | * Gloves provided for the use of cleaning products .
* Use of larger space ( hall ) for more ventilation while teaching.
* Advised to use a chair when on yard duty.
* Use of handrail when walking up /down the steps.

Controls to be put in place to mitigate/reduce the identified risk(s).* Confirmation of categorisation from OHS, where required;
* Enhanced hand-washing, social distancing and the use of PPE .
 | All staff |

 Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_