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Covid-19 Risk Assessments

Effective Date: 01.08.2020

The following Covid-19 Response Plan has been developed in line with the Government's Roadmap for the Full Return to School, guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID-19 in our school. The situation will be reviewed in light of any issued circulars from the Department of Education and Skills.

COV19/01/2020

APPROVED BY
Board of Management

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COVID-19

Covid-19 Risk Assessments

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1. Covid-19 Hazard Identification & Risk Assessment

A Hazard Identification and Risk Assessment was carried out and forms the basis on which "Covid-19 Response Plan" was written. The Hazard Identification & Risk Assessment is intended as a guide, which the School may use for the purposes of attempting to reduce the possibility of ill health, cross contamination of Covid-19 occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single document to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard & Risk Assessment (copy attached) is to be advisory and the final decisions must be made by the Board of Management.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD: Is taken to mean "anything that can cause harm in the context of contracting Covid-19".

RISK: Is "the chance, great or small, that someone will be harmed by the hazard" measured by severity and likelihood.

SEVERITY: Is the possible outcome of contracting Covid-19.

LIKELIHOOD: Is the possibility of contracting Covid-19 occurring.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The Risk Factor is the multiple of Severity and Likelihood. RISK is then graded as follows:-

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 - 9	"H"	Possibility of multiple persons (5-10) contracting Covid-19 as a result of our activities.
Medium Risk	4 - 6	"M"	Possibility of some persons (2-5) contracting Covid-19 as a result of our activities.
Low Risk	1 - 3	"L"	Possibility of little / none persons (0 - 1) contracting Covid-19 as a result of our activities.

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard / Risk Assessment should be reviewed at least every year.

Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Staff / Students returning to School	Transmission of virus at location. Mental Health. Anxiety. Depression.	Staff, students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • Only authorised staff allowed in the school building i.e. those who have filled out the Covid-19 Self Declaration Form. • Lead Worker Representative will monitor the application of the "Covid-19 Response Plan" to ensure the measures identified are implemented. • All staff to undergo Return to School Safely Induction Training. • Appropriate Covid-19 signage posted throughout the building advising on appropriate Physical distancing & Hygiene measures to be adopted by all. • Cleaning schedules in place and conducted twice per day. • Knockbeg College shall provide staff with information on publicly available sources of support and advice and information about the prevention and control measures taken in the school to reduce the risk of infection. • Knockbeg College shall provide staff with information on publicly available sources of support and advice and information about mental health agencies. • School entry is now limited to staff & students. Visitors are only permitted to attend the school by appointment. Appropriate signage will be posted at the front door of our school. • Appropriate PPE Packs available in each classroom i.e. made up of sanitising gel, gloves, face mask, paper towels. • "Stay at Home if unwell Policy" in place. Signage posted. 	3	1	3	L



Coronavirus COVID-19							Risk Assessment				
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Staff Room	Transmission of virus at location. Mental Health. Anxiety. Depression.	Staff, students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Staff are encouraged to use classrooms as much as possible. By doing so they will ensure social distancing is maintained as far as is possible. Those using the staff room shall adhere to the current physical distancing guidance of 2 metres from each other. Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing. Seating areas will be clearly marked with signage indicating areas where seating is not permitted. Those attending staff rooms are advised where possible to bring a packed lunch and flask Burcos, microwaves, sugar, tea & coffee will not be available etc. Staff are also advised to bring their own cutlery to school each day. Seating arrangements will be modified to ensure that staff sit 2 metres apart whilst eating and avoid all physical contact with co-staff. Windows will be kept open to ensure good ventilation in the area. Staff are required to clean / sanitise tables and equipment used during the break with the supplied sanitising equipment. Disinfection wipes & Hand sanitiser dispensers will be located at the exit / entrances to the staff room to ensure that hand hygiene is maintained. All rubbish shall be disposed in a suitable bin. Tables shall be cleared when finished eating. Those using the staff room should practice good respiratory etiquette at all times i.e. coughing / sneezing into a tissue or the back of the elbow. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Physical Distancing	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> All available space in the school shall be availed of in order to safely maximise physical distancing. The class space shall be reconfigured to maximise physical distancing in line with the "Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year". Floor tape will be used to mark out the exact location of tables which ensures that a 1 metre social distancing can be maintained. The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Multiple entrance / exit points into the school building will now be utilised. Chairs, benches, notice boards are removed from all hallways / corridors to maximise the available space in these areas. Social distancing of 2 metres must be maintained on corridors to the greatest extent possible. Corridors will only be used for travel between classes / at break times and never for accommodation i.e. sitting and congregation. Suitable floor signage will be laid down. Those on Supervision at break times should monitor the use of the system. Those not adhering to the measures will be subject to the school's disciplinary policy. Staggered Breaks Times will be established for two groups of years i.e. 1st Year, 3rd Year & TYs / 2nd Year, 5th Year & 6th Year; Staff Room has been reorganised and provisions are in place to minimise the transmission of Covid-19. Meetings as much as possible are now conducted using phone or Microsoft Teams. Student Lockers will not be available- students have been instructed to bring just their copybooks to school. Where face to face meetings are absolutely necessary, the length of the meeting will be kept to a maximum of 40 minutes and the numbers attending are to be kept to a minimum. At all times participants must maintain physical distancing at the advised 2 metres. In addition, the location for these meetings must facilitate good ventilation i.e. an open window. Meetings shall not take place in rooms without natural ventilation. Large gatherings of staff in the school at the beginning and end of working hours (such as in the staff room) is not permitted. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Classrooms	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items. The class space shall be reconfigured to maximise physical distancing in line with the "Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year". Other large areas capable of accommodating large class sizes / overflow students will be considered i.e. Sports Hall (594sq.m), Student Canteen Area (136sq.m), Music Room (80sq.m), Library 98sq.m, Study Hall (156sq.m), Chapel / Meditation (119sq.m), CF6 (65.5sq.m). Student based classrooms are in operation for breaks and for use before school starts. Classrooms laid out to ensure physical distancing as per public health guidance of 2 metres and where not possible 1 metre between individual desks. Floor Tape will be used to mark out location of desks. Dedicated seating plans i.e. individual chairs & desks will be established so far as is reasonably practicable. The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Sanitising stations are in position in each classroom. Common contact surfaces in classrooms, are cleaned at least once daily by cleaning staff. Staff / students are asked to clean down table tops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e. sanitising spray or wipes. This should be done at the start and end of each class. Where teachers are using a room not normally their own, they are asked to clean down table tops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided i.e. sanitising spray or soap. This should be done at the start and end of each class. Where possible teachers should maintain a minimum of 1m distance and where possible 2m. Teachers should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Classrooms (continued)	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided. Sharing of items, pens etc. should be avoided to the greatest extent possible. Where equipment is shared between students, then this should be sanitised before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc. Windows to be kept open to ensure good ventilation into the classroom. Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing. Good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow. All rubbish to be disposed in a suitable bin. Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Special Education Needs	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> All available space in the school shall be availed of in order to safely maximise physical distancing. The class space shall be reconfigured to maximise physical distancing. Staff who work with children with medical needs in the school environment should apply Standard Precautions, as per usual practice. Hand Hygiene and Respiratory Etiquette to be maintained at all times. Cleaning schedules will be increased in all areas of the school including resource rooms and SEN Unit. The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical however the wearing of a visor as an alternative to a facial covering will be considered where there is a concern that physical distancing cannot be maintained or where there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely. Children who are unable to wash their hands by themselves should be assisted to clean their hands using either soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously. Equipment used to deliver care shall be maintained and be visibly clean in accordance with the manufacturers recommendations (generally achieved using a general purpose detergent and warm water. Equipment that is used by different children shall be cleaned and, if required, disinfected immediately after use and before use by another child. If equipment is soiled with body fluids, First clean thoroughly with detergent and water. Then disinfect by wiping with a freshly prepared solution of disinfectant. Rinse with water and dry. Classes will operate as separate pods with dedicated with dedicated areas for breaks and classes. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Special Education Needs	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Each pod will have dedicated set of learning materials & equipment for any given week and will be appropriately sanitised before moving to the other pod. Dedicated Play Areas have also been established for each play pod with dedicated times for use of external common areas. Non essential Soft Furnishings to the greatest extent possible should be taken out of the SEN Unit. Staff will where possible work with the same students throughout the week and will avoid moving between pods to the greatest extent possible. The sharing of food, tools, equipment, or supplies between students is not permitted. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Specialist Classrooms	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items will be removed. Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates. The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Where possible teachers should maintain a minimum of 1m distance and where possible 2m. Teachers should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. The use of single tables in some rooms will be used to establish a minimum of 1m social distancing. Situations that require students or staff to sit or stand in direct physical contact with other people should in particular be avoided. Where students need to move about within the classroom to perform activities (for example to access to shared equipment) the teacher will be responsible for organising the room to the greatest extent possible to minimise congregation around the point of access to the shared resource. Distances around equipment will be modified to ensure a 2 metre social distancing is maintained at all times. Students will need to have their own individual art & equipment supplies for the Art Room. Group work cannot take place where social distancing cannot be maintained. Teachers and students should avoid sharing of personal items such as pens and other writing materials, tablets and phones to the greatest extent possible. Multiple sanitising stations are in position throughout these rooms. Staff / students are asked to clean down specialist room equipment etc. using the PPE provided i.e. sanitising spray or wipes. This should be done at the start and end of each class. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Specialist Classrooms (continued)	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Where equipment is shared between students, then this too should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc. Windows to be kept open to ensure good ventilation into the classroom. Good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow. All rubbish to be disposed in a suitable bin. Teachers will be responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			3	3	9	H		3	1	3	L
Choir / Music Performances	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> The teacher's desk will be placed at least 1 metre and where possible 2 metres from student's desks. Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided. All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items. Sanitising stations are in position in each classroom. Common contact surfaces in classrooms, are cleaned at least twice daily by cleaning staff. Classrooms / Practice Areas to be laid out to ensure physical distancing as per public health guidance of 2 metres and where not possible 1 metre. Where teachers are using a room not normally their own, they are asked to clean down table tops, desks before use., To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be cleaned between use. Wind instruments should be cleaned and disinfected between use. Rehearsals to be held in well ventilated areas. Spectators / audiences will not be permitted. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
General Activities on the premises	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • Appropriate Covid-19 signage posted throughout the school. • Cleaning schedules in place. • School entry is now limited to staff & students. Visitors are only permitted to attend the school by appointment. Appropriate signage will be posted at the front door of our school. • Each morning and directly before school ends, entrances will be held open to allow for the free flow of staff / students from the school building. • Multiple entry points will allow for large numbers to come and go in the school. • Office staff will record all names for the Sign in / Sign out book rather than having multiple persons signing-in using shared pen/booklet. • Sanitising stations are in position at all building entrance/exits as well as in each classroom, outside toilet blocks & staff room. • Common contact surfaces in classrooms, offices, photocopying areas, staff rooms etc. are cleaned at least twice daily by cleaning staff. • Staff / students are asked to clean down tabletops, desks, computers, shared laptops, practical room equipment etc. using the PPE provided. • Deliveries to the school will only be accepted when it is related to the operation of the school. Deliveries of personal items to the school will not be signed for and will be returned to the courier. • All persons entering school shall be directed to sanitise / wash their hands and additional hand washing stations shall be provided where possible. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Administration Offices	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • Visitors to the school will be by appointment only i.e. main entrance will be locked during class times. • Office Door will be closed during the day – staff and students are not permitted in the office. • A Perspex screen will be used to protect those in the main office. • PPE Pack will be available in the main office. • Messages for staff will be delivered via email. • Office staff shall be responsible for keeping workstation surfaces clear and clean i.e. wipe with sanitiser regularly throughout the working day. • Office staff shall be positioned so there is always a social distance of 2 metres between colleagues sharing the same space. • Windows will be opened to ensure good ventilation in the area. • Visitor Books and Sign in / Sign out books will be filled out by those in the office and not by students / parents signing the student out. • Cash payments will be discouraged. Any Cash Payments will be quarantined for 72 hours before handling / depositing. • Parents / students will be advised to ensure that they bring all items that are needed for a given school day. A drop off box will be placed at the main school entrance for forgotten lunches, etc. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Visitors to the school	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • School Entrance will be locked at all times with the exception of before school begins and ends. • Visitors will be informed of the requirement to make an appointment before attending the school. • All visitors will have to complete a self-declaration form. • Advice on the COVID-19 measures will be visible to ensure that visitors are also adhering to what is required. • All visitors will be directed to wait outside in their vehicles and call reception for direction. • Once the person for whom the visitor is attending is ready and at reception – only then will the visitor be permitted to enter the building. • Sanitising stations in position at all school entry points and the visitor / member of staff are expected to use it. • Member of staff should use the nearest available meeting room giving due consideration to the size of the room, and the those likely to attend. • Meetings should be kept to a maximum of 40 minutes. • Meeting Room signage will be posted on each door to advise the maximum number that should be in attendance. • Windows and door (where practicable) to be kept open to ensure good ventilation into the meeting area. • Drop box available at school door for drop offs. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Management of Deliveries	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Deliveries to the school will only be accepted when it is related to the operation of the school. Deliveries of personal items to the school will not be signed for and will be returned to the courier. Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building. Deliveries to the school will be advised to wait outside and call the number provided on the signage. Over the phone, they will then be advised to drop any delivery in the reception porch. School personnel will then come out to collect. All collections should be managed in the same reverse order. All deliveries will be done through paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate. Appropriate sanitising arrangements are in place at points of school access, egress and set down areas. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Using School Equipment	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. • Lead Worker Representative will monitor the application of the "Covid-19 Response Plan". • School equipment shall be properly sanitised to prevent cross contamination both before and after use. • Cleaning material will be made available to all staff / students for all equipment to be wiped down with disinfectant between each user. 	3	1	3	L
At Risk / Vulnerable Staff / Students i.e. underlying conditions.	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • Staff / students should seek advice from their GP and furnish the school with appropriate information regarding the fitness of the individual to be in the school. • If necessary, implement organisational changes to ensure the safety of the At Risk / Vulnerable member of staff where the risk cannot be reduced to a satisfactory level i.e. having implemented the controls it is clear that there is still considerable risk the health and safety to the individual. • This may mean that the person will need to stay at home. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Sports Facilities	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> The following will be considered ahead of any planned reopening of the Sports Facilities: Latest Public Health Guidance from Government / Sporting Bodies. Changing Rooms will not be available for use. Showers will not be available for use. Physical distancing of 2 metres must be maintained at all times during the use of the area. Sanitising stations are in position at entrance/exits as well as in and around the Sports Facilities. All persons entering school shall be directed to sanitise / wash their hands and additional hand washing stations shall be provided where possible. Common contact surfaces to be cleaned at least twice daily by cleaning staff. Students should arrive to school changed and 'ready to train' and not require the use of a changing area prior to the class commencement. Teachers shall organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups. For close contact sports, Knockbeg College will avoid the contact aspect of the sport and instead focus on fitness and skills, which can allow maintenance of social distancing during practices. Students are not permitted to spit or clear their nose in the presence of others and will be reminded of coughing and sneezing etiquette. Any unnecessary physical contact will be discouraged, such as high fives, handshakes, fist bumps, hugs or huddles and ensure that celebrations or greetings don't involve contact. The teacher supervising will communicate any concerns they have during the class to ensure issues can be addressed quickly. Students have been advised to bring their own water bottles with their name clearly marked, towels and must not share these with others. Personal equipment should only be shared with people from the same household. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Sports Facilities (Continued)	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Supervision of students required at all times. Should supervision not be able then access to gym equipment will not be permitted. Gym equipment to be sanitised before and after use using the PPE provided. Gym equipment that requires spotters are not permitted and that equipment must be taken out of use. Good ventilation must be maintained in all areas i.e. open a window(s). 	3	1	3	L
Toilet Blocks	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> A minimum of 2 toilet cubicles to one sink will be maintained in the student toilet blocks. Each sink will have hot water and adequate supplies of hand soap (restocked regularly). The push type taps in sinks will be adjusted to run for a minimum of 20 seconds. Electric Hand Dryers will be disconnected and replaced with Paper Towel dispensers. Hand sanitiser dispensers will be located at the exit / entrances to each of the toilet blocks to ensure that hand hygiene is maintained. Those using the facilities shall adhere to physical distancing as much as is reasonably possible. Windows in / or adjacent to the toilet block should be opened to ensure good ventilation and fresh air circulation. Those using the facilities should practice good respiratory etiquette i.e. coughing / sneezing into a tissue or the back of the elbow. Congregation is not permitted in the toilet blocks. Soap and hand washing pictorial guides provided. Cleaning regime frequency will be increased for toilet facilities particularly door handles, locks and the toilet flush handle. In addition regular checks of soap dispensers will be conducted. Suitable and sufficient pedal bins for waste paper are provided with regular removal and disposal. 	3	1	3	L



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
School Buses	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Staff / students are asked to clean down the school bus before and after use using the PPE provided i.e. sanitising spray or wipes. Windows to be kept open to ensure good ventilation into the classroom. Good respiratory etiquette throughout the trip i.e. coughing / sneezing into a tissue or the back of the elbow. The following touchpoints will be cleaned after each use including: Exterior door handles, Frame of door and roof, Interior door release, Window switches, Interior door handle, Door pocket, Seatbelts, Seatbelt clips, Seat adjust buttons, Steering wheel, Horn, Control stalks, Driver air vents, Dashboard, Power button, Gear shift, Multimedia screen, Central air vents, Heating controls, Glovebox, Log book, Central storage compartment, Cupholders, Rear-view mirror, Interior lights, Grab handle, Key Head rests, Seat pockets, Rear central tab, Fuel cap, Wheel valves, Boot lid, Parcel shelf, Boot floor tab, Boot close button, Bonnet lid, Washer cap, Dipstick, Oil cap. 	3	1	3	L



Coronavirus COVID-19							Risk Assessment				
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Suspected Case of Covid-19	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. • The Principal / Deputy Principal will be responsible for the management of the incident. • Procedure in place to deal with a suspected case. • Staff member / student will be asked to put on a face mask and gloves to prevent the potential spread of the virus. These PPE will be available in each PPE Pack around the school. • Cleaning procedure in place to respond to a suspected case of Covid-19. • Cleaning material will be made available to all staff for all equipment to be wiped down with disinfectant between each user. • Staff with symptoms / suspected symptoms will be isolated in the First Aid Room (Primary Isolation Room) or 1st Floor Storeroom (Main Building) (Secondary Isolation Room). • This isolation area will be well ventilated and appropriate tissues, hand sanitiser, disinfectant and/or wipes, PPE; gloves, masks, & Clinical waste bags will be available in the immediate vicinity of this area. 	3	1	3	L



Coronavirus COVID-19		Risk Assessment									
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
First Aid	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Standard infection control precautions to be applied when responding to any first aid incident in the school. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment. Any person presenting with symptoms consistent with COVID-19 shall be treated as a suspected case. In such cases, move individual to the isolation room - First Aid Room to minimise risk of infection to others. Note if this room is occupied that the secondary Isolation room is 1st Floor Storeroom (Main Building). Only one First Aid Responder to provide support/treatment, where practical. Additional PPE (enclosed eye protection and FFP3 mask) shall be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Masks will be available to give to a student / staff member if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion. If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest shall have compression only CPR applied. Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder shall avoid close contact and advise the injured party what steps to take in treating their injury. No reusable equipment shall be returned to service without being cleaned/disinfected appropriately. The following PPE shall be made available for those responding to first aid incidents: <ul style="list-style-type: none"> Disposable gloves (nitrile/latex); FFP3 or FFp2 Face masks; Disposable plastic aprons; Enclosed eye protection; Full Face Shields; 	3	1	3	L



Coronavirus COVID-19							Risk Assessment				
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Suspected Case of Covid-19	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • "Covid-19" Response Plan developed and implemented. • Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. • The Principal / Deputy Principal will be responsible for the management of the incident. • Procedure in place to deal with a suspected case. • Staff member / student will be asked to put on a face mask and gloves to prevent the potential spread of the virus. These PPE will be available in each PPE Pack around the school. • Cleaning procedure in place to respond to a suspected case of Covid-19. • Cleaning material will be made available to all staff for all equipment to be wiped down with disinfectant between each user. • Staff with symptoms / suspected symptoms will isolated in the First Aid Room or the 1st Floor Storeroom (Main Building). • This isolation area will be well ventilated and appropriate tissues, hand sanitiser, disinfectant and/or wipes, PPE; gloves, masks, & Clinical waste bags will be available in the immediate vicinity of this area. 	3	1	3	L



Coronavirus COVID-19							Risk Assessment						
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Confirmed Case of Covid -19	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> If a confirmed case is identified in our school, the HSE will provide the relevant staff with advice. These staff include any employee in close face-to-face or touching contact, talking with or being coughed on for any length of time while staff was symptomatic, anyone who has cleaned up any bodily fluids, close friendship groups or workgroups, an employee living in the same household as a confirmed case. Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others. Those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet provided by the HSE. They will be actively followed up by the HSE if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they shall call their doctor for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19. If they are unwell at any time within their 14-day Observation period and they test positive for COVID-19 they will become a confirmed case. 	3	1	3	L		



Coronavirus COVID-19		Risk Assessment									
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			3	3	9	H		3	1	3	L
Cleaning Spaces with Suspected / Confirmed Cases	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, canteens etc. but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> objects which are visibly contaminated with body fluids; all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or, a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or if an alternative disinfectant is used within the organisation, this shall be checked and ensure that it is effective against enveloped viruses. Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and shall be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, then steam cleaning shall be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing shall be disposed of. If possible, keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. 	3	1	3	L



Coronavirus COVID-19		Risk Assessment									
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
Waste Management	Transmission of virus in the school.	Staff, Students and the wider school community.	3	2	6	M	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) Shall be put in a plastic rubbish bag and tied when full. The plastic bag shall then be placed in a second bin bag and tied. It shall be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste shall be stored safely and kept away from children. You shall not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. 	3	1	3	L
Person returning to school following confirmed case of Covid-19	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> "Covid-19" Response Plan developed and implemented. Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. An individual must only return to school if deemed fit to do so and upon approval of their medical advisor / GP and having coordinated with the Principal. When an individual is symptom-free and are deemed fit to return to school, the key criteria are: <ul style="list-style-type: none"> 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or They have been advised by a GP / healthcare provider to return to school and can produce a "Fitness to Return to School" Certificate. The school shall confirm the relevant criteria above with the individual and write down their responses. 	3	1	3	L



Coronavirus COVID-19							Risk Assessment				
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Cleaning	Transmission of virus in the school.	Staff, Students and the wider school community.	3	2	6	M	<ul style="list-style-type: none"> • Enhanced cleaning procedures are in place in the school to prevent cross contamination, particularly in communal areas. • The school is cleaned each day and there is a roster of daily cleaning of touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities. ○ Toilet flush and seats. ○ Door handles and push plates. ○ Handrails on staircases and corridors. ○ Lift controls. ○ Printers & Photocopying Equipment ○ Machinery and equipment controls in practical rooms; ○ Food preparation and eating surfaces. ○ Communications equipment. ○ Keyboards, photocopiers and other school equipment. ○ Rubbish collection and storage points shall be increased and emptied regularly throughout and at the end of each day. ○ Regular cleaning of welfare facilities, handrails and touch points shall be undertaken. ○ If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning. ○ An increase number of waste collection points and we will ensure these are emptied regularly throughout and at the end of each day. • Staff shall ensure: <ul style="list-style-type: none"> • Clean workstations, desktops, tables and any other equipment before and after use, including board room and share spaces. • Clean down their table after break times. Clean touch points in toilets before and after use. Staff are provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags). • Students shall ensure: <ul style="list-style-type: none"> • Clean workstations, computers, tables and any other equipment before and after use. Clean down their table at the start and end of each class. Clean touch points in toilets before and after use. • Maintain good hand hygiene i.e. washing hands regularly with hot water and soap. Use good respiratory hygiene i.e. coughing or sneezing into a tissue or the back of their elbow. 	3	1	3	L



Coronavirus COVID-19							Risk Assessment						
Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Communal & Welfare Areas	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> The school will follow the guidance from the Department of Education & Skills regarding social distancing. Due to the width of corridors throughout the school being less than 2 metres, a one way system is in operation. Please follow signage in place. Those on supervision should monitor students use of the one way system. Where one way systems cannot be implemented, due to the construction of the school building the teachers in these areas will be responsible for leaving students go in a staggered fashion to avoid a build-up of students in the corridors. Multiple entrance / exit points into the school building will be used. Chairs, benches, pews, notice boards are removed from all hallways / corridors to maximise the available space in these areas. Student Lockers will not be available- students have been instructed to bring copybooks to school. Teachers will need to project the digital copy of textbooks onto the projector for use in the classroom. We have a no hand shaking policy. Staff Room has been reorganised and provisions are in place for an overflow staff room. Where office work is essential, free office capacity must be used as much as is reasonably practicable and work organised in such a way that multiple occupancy of premises is avoided and/or physical distances maintained. Additional rooms / accommodation has been established for early isolation of infected persons i.e. First Aid Room (Primary Isolation Room) and where there is someone in this room, the 1st Floor Storeroom (Main Building) is the secondary isolation room. Gatherings of staff in the school at the beginning and end of working hours (such as in the staff room) is not permitted. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks			
			S	L	SxL	R		S	L	SxL	R
Meetings	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> Only 'absolutely necessary' face to face meeting shall be facilitated i.e. In that case the following will apply: Attendees shall adhere to the current physical distancing guidance of 2 metres from each other for the duration of the meeting. Where this cannot be achieved, then the meeting should be suspended, moved to a larger meeting room (where one is available) or online i.e. Microsoft 365. Windows should be opened to ensure good ventilation and fresh air circulation. Meeting room tables, projectors etc. should be cleaned down before and after use using the sanitising gel provided in the PPE Pack. Attendees should practice good respiratory etiquette throughout the meeting i.e. coughing / sneezing into a tissue or the back of the elbow. Ideally meetings should be kept to a maximum of 40 minutes. Individuals may if they wish wear suitable face coverings. 	3	1	3	L
Deliveries to the school	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> "Deliveries to the school will only be accepted when it is related to the operation of the school. Deliveries of personal items to the school will not be signed for and will be returned to the courier. Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building. Deliveries to the school will be advised to wait outside and call the number provided on the signage. Over the phone, they will then be advised to drop any delivery in the reception porch. School personnel will then come out to collect. All collections should be managed in the same reverse order. All deliveries will be done through paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate. Appropriate sanitising arrangements are in place at points of school access, egress and set down areas. 	3	1	3	L



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			S	L	SxL	R		S	L	SxL	R		
School Travel	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • Arrangements around student travel on buses will be subject to DES circulars. • School tours and trips will not take place in the first term and will be reviewed in line with Public Health advice in the 2nd term of the year. • Where staff are travelling for a work related event the use of the same vehicles by multiple staff is not encouraged. The number of staff who share a vehicle – simultaneously or consecutively – shall be kept to a minimum as far as is reasonably practicable, for example by assigning a vehicle to a fixed team. • Staff are advised to consider to travel alone if using their personal cars to travel to work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance. • Where staff are returning from an international trip, they will be instructed to isolate at home for 14 days as per public health advice. • These protocols may not be in place / practiced when travelling internationally but staff should maintain the same etiquette regarding physical distancing, respiratory & hand hygiene. 	3	1	3	L		
Statutory Training	Transmission of virus in the school.	Staff, Students and the wider school community.	2	2	3	M	<p>First Aid Responder Training</p> <ul style="list-style-type: none"> • The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid certification in Ireland. PHECC have confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such time that the situation is rescinded. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Break Times	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<ul style="list-style-type: none"> • Student based classrooms are in operation for breaks and for use before school starts for 1st, 2nd, 3rd & TY Year Groups. • Staggered Breaks Times will be established for two groups of years i.e. 1st Year, 3rd Year & TYs / 2nd Year, 5th Year & 6th Year; • Canteen will facilitate preorders for Senior Cycle Students and the delivery of lunches to base classrooms to avoid gatherings in and around the canteen and on corridors during break times. • Where this is not possible the following measures will apply: • Hand Sanitiser located at the entrance / exits to the area. • Floor markings in place to ensure good social distancing is maintained at 2 metres for those queuing. • Serving area is safeguarded by an additional Perspex screen. • Floor markings are in situ on the floor for social distancing when queuing for meals and must be observed. • Tables and chairs will be laid out to ensure 2 metre physical distancing is maintained. Appropriate Covid-19 signage posted in the area. Water fountains will be disconnected. • Disposable items for single-use should be used where possible i.e. paper napkins, individually wrapped condiments, butter, jam, ketchup and salt and pepper sachets. • Those eating in the area will be required to clear their table and wipe it down with a sanitising wipe having finished their meal. • Common contact surfaces in this area are cleaned at least once daily by cleaning staff. 	3	1	3	L		



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Activity	Hazard	Persons Affected	Risk before controls				Existing & Additional Control Measures	Residual Risks					
			S	L	SxL	R		S	L	SxL	R		
Break Times	Transmission of virus in the school.	Staff, Students and the wider school community.	3	3	9	H	<p>Canteen Staff Considerations:</p> <ul style="list-style-type: none"> All Canteen Staff will need to fill out a self-declaration form 3 days in advance of coming back to school. Sanitising stations are in position at all entrance/exits as well and should be used. Common contact surfaces are cleaned throughout the day by staff. Contactless Deliveries to the school only. All persons entering the kitchen shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible. Good Respiratory Etiquette to be observed throughout the day. PPE including Face masks, nitrile gloves and face shields worn by all staff where 2 metre social distancing is not practicable. Kitchen staff are also subject to the stay at home if unwell policy. No Sharing of food, tools, equipment, or supplies by kitchen staff. Ensure adequate supplies of equipment to minimize sharing of high-touch materials (e.g., serving spoons) to the greatest extent possible; Use touchless payment options as much as possible, if available. Clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between service. Use disposable food service items (e.g., utensils, dishes, napkins, tablecloths). 	3	1	3	L		