

Covid-19 Risk Assessment

COVID-19 Risk Assessment (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

NOTE: This Risk Assessment is a working document and will be updated as public health guidelines emerge or new risks/controls are identified.

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement and checklists outlined in Roadmap to Reopening documents	Christine (LWR) Gerry (P) Rachel (DP) Lisa (DLWR)	Christine 04/08/20
				Return to Work Form created and circulated to all staff	Y	Return to Work Forms completed and reviewed	All staff	Aideen 14/08/20
				Routes set up for entry and exit to school building, designed to minimise contact and movement around the school building	Y	Maps drawn up to illustrate entry/exit points	Aideen Covid Team	Christine 19/08/20
				Hand Sanitisers purchased and located in all areas of the school building	Y	Install sanitiser holders Display signage at sanitiser locations	Darren Lisa	Darren 24/08/20
				PPE purchased and systems set up to monitor usage and arrange re-purchase as necessary	Y	Purchase PPE from procurement list Designate location for PPE storage Monitor usage of PPE	Aideen Lisa	Aideen 18/08/20 Lisa Ongoing
				QR code system set up for visitor	Y	Contact log in place	Aideen	Aideen

			information and late/early collection of children to minimise contact through the school office				18/08/20
			Back to School Newsletter written and circulated to parents to inform of all school specific systems in place and outlining their roles and responsibilities in ensuring pupil safety	Y	Identify information to be shared with parents	Aideen Covid Team	Aideen 21/08/20
			Induction training completed by all staff prior to school re-opening	Y	Email written to outline school specific information for teachers prior to their return Ensure all staff complete induction training as provided by DES	Christine	Christine 20/08/20
			Display Covid-19 signs and information displays around the school	Y	Print off, laminate and display signs outlining handwashing techniques, respiratory etiquette and Covid-19 symptoms	Christine Lisa	Lisa 25/08/20
			Designated email set up for Covid-19 queries and information	Y	Share Covid-specific email address with all parents and staff, welcoming queries and questions, both prior to school opening and throughout the year. covid19@ktet.ie	Christine	Christine 19/08/20
			Classrooms set up with adequate social distance between pods/teacher's desks	Y	Classroom set up established to ensure 1m between pupils and pods and 2m distance from teacher's desk	All teachers	Christine 25/08/20
			Cleaning materials located in each classroom	Y	Regular collection/redistribution of cloths for washing Central location of cleaning materials for teachers to access	Oisín Teachers	Lisa 04/09/20
			Cleaning schedules drawn up to ensure all classrooms/school areas are cleaned/sanitised on a daily basis	Y	Meetings carried out between Principal and cleaning company to ensure safety of cleaners and adequate cleaning of school spaces	Gerry	Gerry Ongoing
			Sharing of resources and books minimised	Y	School library not used for the first term, to be reviewed.	All staff	Ongoing

					<p>Maths equipment kept in pod specific storage. Sanitised between uses.</p> <p>Books designated to each pod. Quarantined between pod uses for 72 hours in sealed box</p> <p>Staff to bring their own cups, cutlery and plates. Minimal use of staffroom equipment.</p> <p>PE equipment out of use for term 1. To be reviewed in October</p>		
			Reduce crossing of materials from home to school	Y	<p>No homework for term 1. To be reviewed at the end of October</p> <p>Any resources returned from home to be quarantined</p>	All teaching staff	Ongoing
			Reduce crowding of small areas	Y	<p>Staffroom furniture arranged to maximise social distancing. Additional staffroom set up in parents room</p> <p>Office only accessible to office administrator. Photocopier moved to SNU office to reduce traffic to copier</p> <p>Staff meetings to take place in Halla, socially distanced with face coverings</p> <p>ISM meetings to take place in empty classroom, 2m between each ISM member</p>	All staff	Ongoing
			Shared spaces sanitised on a regular basis	Y	Soft toys and blankets removed from Sensory room. Room cleaned with disinfectant between uses.	All Stars Staff	Ongoing

				Minimal risk through administration of first aid	Y	Ice packs placed in a storage box to be sanitised between each use First Aid kits set up for each bubble. First aid kit taken on yard with each bubble and children encouraged to put on their own plasters, wipe cuts etc where possible. PPE provided within each kit.	Lisa (ice packs) Staff member on duty to administer first aid	Ongoing
				Minimise risk through suspension of non-essential activities		Swimming and afterschool activities postponed, to be reviewed after the first term	n/a	Ongoing

Risk Assessment carried out by: Christine Cuddy (Lead Worker Representative)

Date: 25/08/20