**Caherleaheen National School Risk Assessment 2021**

In line with the requirements of **Safety, Health and Welfare at Work Act 2005** (section 19) it is the policy of the Board of Management in Caherleaheen National School to address significant hazards and risks in the workplace, to access the risks to safety, health and welfare and to control these risks as far as is reasonably and practicable, particularly during the Covid crisis 2020/2021/22

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 to the Lead worker Representative, the principal or the Deputy Lead Worker Representative that may exist and to ensure that a risk assessment is carried out.

This Risk Assessment, reviewed and amended by staff and the Board of Management, Feb 2021, and again in August includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and the Delta variant. It is envisaged that additional reviews will continue to be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

**Control measures:**

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

**Control measure principles:**

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

* Avoidance of risks
* Evaluation of unavoidable risks
* Combating of risks at source
* Adaptation of work to the individual
* Adaptation of workplace to technical progress
* Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
* Priority to collective protective measures over individual protective measures
* Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
* Appropriate training and instructions to employees.

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| **Who may be affected?****Who may be affected?** | **Identified Risks**Spread of Covid-19 virus | **Controls** | **Risk Rating with Controls** | **Action Implementation** |
| All Staff Pupils Parents/ Guardians/ ChildmindersPersons currently deemed most at risk ofComplications if they catch the Coronavirus are : • 60 years of age and over• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer•pregnant women | Dropping off & Collection from school Entering School Grounds Gates / turnstiles  Entering School Touch points, door handlesCorridors Toilets  **Ventilation:**Break Times & YardStaffroom Pupils SeatingFace CoveringsLibrary Books/ PM ReadersTextbooksHomeworkSharing resources Home TimeCommunication, Training EducationStaff Health & HygieneCleaning Cleaning StaffVisitors/ParentsGuardians | * Staggered opening & closing timeswill be adopted. ( 8:30 am – 8:40 am & 8:40am – 8:50am)
* Arrangements for dropping off and picking up pupils from the school will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.
* Visual cue (red/ yellow flag) displayed to alert parents when children can enter the school grounds.
* Two groups arrive in 10min slots from 8.30 to 8.50
* **Gates to be monitored by one or two staff members.**
* **Main gate to be opened and fully guarded by staff .**
* **Turnstiles not in use**
* **Main doors will be placed on hooks**
* All children/ staff must sanitise their hands when entering the school.
* Doors will be hooked back
* .Children will proceed directly to the classroom
* Sanitisers provided outside each classroom door
* Classrooms are set up in pods in the junior classes and desks are 1 meter apart from 3rd  class upwards
* **Teachers will supervise pupils in the classroom from 8:30 2021 onwards. Assistants and SETs will welcome and supervise arrivals at each hand sanitising station**
* Children will follow the arrows displayed and walk on the left hand side of the corridor when entering & exiting the building observing social distancing.
* Children will sanitise before entering the bathroom
* Children will wash hands after using the bathroom.
* Blue paper towels can be used to dry hands rather than hand dryers, during teaching time. Hand dryers are recommended during non-teaching times such as
* Paper towels placed in bin
* Bathroom doors always open
* All windows and opposing windows/doors must be opened for 15 mins at 8.30am to freshly ventilate.**Open windows (class and toilets) wide. Hook doors in toilets and classrooms every morning for 15mins. These can remain ajar throughout contact teaching hours. Opposing windows and doors must be fully opened intermittently. Movement of air and drafts are only possible with the opening of opposite windows and doors**.
* Teacher and assistants refer to C02 monitor readings throughout the day. **Vacate and purge/ ventilate room by opening all windows and doors, if ppm reaches 800**
* Staggered break times.
* 10min gap between the first & second sos break
* 10min gap between the first and second lunch break
* Children will sanitise before eating
* Children will be encouraged to use the bathroom prior to going out to play.
* New yard duty rota set up : 2xSos and 2xLón
* Children will play in their own designated area in the yard
* Children will walk slowly **under supervision** into the school when the bell rings using the exit door assigned to their individual class/es
* Due to guidelines and staggered breaks the number of staff in the staffroom at any one time will be greatly reduced
* All staff **must sanitise prior to entering the staffroom**
* An extra table will allow staff to social distance -2m between staff with max 5 in staffroom. PATIO DOOR OPEN
* All mugs, cutlery and plates are removed from the staffroom leaving staff to provide their own for daily use
* Staff should bring in their own mug/flask/delph each day
* Staff are responsible for removing personal items that have been brought to work and items handled at work or during breaks.
* Staff encouraged to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed
* There will be a ten minute gap between the two breaks, so that staffroom can be promptly wiped down/sanitised/ventilated.
* High frequency touch points will be wiped down . If using fridge please wipe immediately if opening/closing. Use of microwaves but wipe down must be wiped down if used.
* Jun Inf to Second Class will be seated in pods of 4 to 6. Pods will not share equipment/toys/resources with other pods unless sterilized
* Third to Sixth Class pupils will be seated 1m apart from each other
* Windows open (see **ventilation** above)
* **SET and CA staff provided with Medical Grade facemasks at all times while in the school building. Cloth masks are acceptable if 2m distance is maintained. Masks provided at car-park entrance and main entrance.**
* Sharing of resources will be minimised.
* Pupils will not share personal equipment, food, books etc
* Staggered home times Robins will be ready at exits for 2:25 Blackbirds: 2:35p.m. Gate Staff man main gate and flags for each group
* Yard duty coincides with gate duty (home-time)
* Staff monitor social distancing as children exit the school
* Designated yard areas appointed for each class at home time
* **Staff ensure pupils are distanced at hometime while waiting to be collected.**
* **All staff undertake Govt.ie remote training, or Risk assessment review prior to returning to work . This is obligatory. All staff, especially returning/new staff must confirm via email that this re-engagement has been completed**
* Provide posters to increase awareness of Covid-19 among staff and pupils
* Appropriate signage in line with public health guidelines will be displayed throughout school
* Appropriate social distancing markings are in place
* 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
* Employees are not permitted to attend work if they display any of the symptoms below: -
* Fever (temperature of 37.5 degrees or above) or FLU symptoms
* Cough
* Shortness of breath
* Breathing difficulties
* Loss/Change of smell/taste
* Sore throat
* Any staff member displaying symptoms must contact GP and self-isolate until their medical advisor advises that it’s safe to return. **Contact principal immediately if symptomatic.**
* Any staff member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor/ current HSE Guidelines
* Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850**
* **Staff will complete/confirm Return to Work form/provide email with short confirmation of same upon each return post any closure or absence**
* 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 in staffroom, hall and five classrooms.

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 building
	+ 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.
* Teachers and assistants will ensure/supervise that all desks are wiped down with disinfectant at close of day and rooms swept. A brush and pan must be kept in each classroom-responsibility of staff per room
* There is regular and daily cleaning of frequently touched surfaces by cleaning staff each evening and school staff are provided with essential cleaning materials to keep their own work areas and desk surfaces clean, as are all public servants.
* Sschool equipment is sanitised regularly – cleaning programmes to ensure that shared equipment is cleaned and disinfected between use by different people has been agreed by assistants and teaching staff during contact hours.
* Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and adequate waste collection arrangements have been put in place to ensure they do not overflow
* All waste collection points are emptied at the end of each day by evening cleaner.
* Staff can 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
* Cleaning staff will be trained in the new cleaning arrangements for the school
* Schedule for daily and weekend cleaning signed by weekday and weekend cleaner
* 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 disposal 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

Visits to the school will be severely **restricted** and visitors/parents/guardians 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 for appointment
* Sign the Contact Tracing Log when entering
* Complete Contact Tracing Log when leaving
* Masks are obligatory prior to entrance
* Adhere to social distancing requirements
* Complete meeting promptly and leave premises
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