

# *Shountrade National School*



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Principal: Alan Kilcoyne

Deputy Principal: Patrick O' Connell

## **Covid19 School Response Plan**

### **1. Introduction**

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Shountrade N.S.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

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In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School a. School Building b. Signage**
- 3. Procedure for Returning to Work (RTW)**
- 4. Return to work safely and Lead Worker Representative(s)**
- 5. Safety Statement and Risk Assessment**
- 6. General advice to prevent the spread of the virus**
- 7. Managing the Risk of Spread of Covid-19**
- 8. Control Measures**
- 9. Dealing with a suspected case of Covid-19**
- 10. Staff Duties**
- 11. Covid related absence management**
- 12. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document.

However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same. Note:

The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.gov.ie](http://www.gov.ie)  
[www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie) [www.hpsc.ie](http://www.hpsc.ie) [www.hsa.ie](http://www.hsa.ie) [www.education.ie](http://www.education.ie)

## **2. Shountrade N.S. COVID-19 Policy**

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This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

## **Covid 19 Policy Statement**

Shountrade National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
  - Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.
  - All SNA's to be required to wear face coverings.
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
  - implement cleaning in line with Department of Education advice All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

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

Chairperson BOM

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

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Principal

### **3. Planning and Preparing for Return to School**

The Board of Management of Shountrade N.S. aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

#### **a. School Buildings**

Before re-opening schools in the new school year schools are reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed

#### **b. Signage**

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/> Posters and signs will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

### **4. Procedure for Returning to Work (RTW)**

#### **Procedure for Returning to Work (RTW) & Appendix 6 Checklist for School Management**

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A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

. A copy is attached also at **Appendix 2**.

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

The principal will also provide details of the **Induction Training** for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

## People at very high risk (extremely vulnerable):

The list of people in very high risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

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The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

## **Return to work safely and Lead Worker Representative**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- To ensure Staff, including teachers who cannot maintain a 2M distance from students or other staff are wearing face coverings.
- To ensure all SNA's are wearing face coverings.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker representative: Alan Kilcoyne

Name of Deputy Lead Worker representative: Olive Walshe

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All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

## **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at Appendix 1.

## **6. General advice to prevent the spread of the virus**

:

Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat

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- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised. If you do not have symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.
- All SNA's to be required to wear face coverings.



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- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point. (main entrance)

## **Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

Advise staff and pupils not to return to or attend school in the event of the following:

- if they are identified by the HSE as a close contact of a confirmed case of COVID-19
- if they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Shountrade N. S. will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

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## **8. Managing the risk of spread of COVID-19**

### **a. Wash your Hands Frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### **b. Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean). Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame.

### **c. Avoid Touching Eyes, Nose and Mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### **d. Physical Distancing**

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Physical distancing is recommended to reduce the spread of infection. This can be achieved by increasing separation and decreasing interaction. Classes will be structured into Class Bubbles( a class grouping which stays apart from other classes as much that is practical) and from 3<sup>th</sup> to 6<sup>th</sup> classes, Class Bubbles will be divided into 'Pods'(discrete groups) to the extent that is practical. There will be 1m between 'Pods' where possible. Sharing educational material/resources will be minimized. A no hand shaking and no hugs policy will be in place in the school. Children will not be permitted into school grounds until 8 45. Children will walk directly to their classrooms (Bubbles) and congregating in the school yard is strictly prohibited. Only parents of Junior and Senior infants will be allowed access to the school yard to walk their children to the entrance of their classroom. The school yard will be divided into sections to limit interaction of different classes at breaktimes and lunchtimes.

## ***Ventilation***

Ventilation The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. Links to all aforementioned guidance can be accessed [here](#).

## **e. Practice respiratory hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

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## **f. Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

## **g. Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

## **h. People at Very High Risk (Extremely Vulnerable)**

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who: The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)

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- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

## **i. Face Coverings**

- Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.
- All SNA's to be required to wear face coverings.

## **9. Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school . These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

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## **a. Return to Work Form**

Staff will be required to complete a RTW form prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

## **b. Induction Training**

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building.

The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

## **c. Hand Hygiene and Respiratory Etiquette**

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility.

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Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom

Staff and pupils need to wash their hands or use hand sanitiser: This includes:

- When entering and exiting vehicles
- When entering and exiting school buildings

## **d. Use of Personal Protective Equipment (PPE)**

### **Face Coverings**

#### **Medical Grade Masks**

Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

- Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.
- All SNA's to be required to wear face coverings.

For a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

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Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre) Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

## **e. Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

## **f. Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the school facility. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

## **g. Access to the school building /contact log**

Access to the school facility will be limited to school staff and students with the exception visitors for essential purposes. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts.

## **h. First Aid/emergency procedure**



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The standard First Aid/Emergency procedure shall continue to apply in Shountrade National School. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the Principal or nearest first aider giving details of location and type of medical incident.

## **10. Dealing with a suspected case of Covid-19**

**School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Shountrade N.S. will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place.

If a staff member/pupil displays symptoms of Covid-19 while at work in Shountrade N.S. the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area 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/be brought home by parents and call their doctor and continue self-isolation at home

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- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved. The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

## **11. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.

In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.
- All SNA's to be required to wear face coverings.
- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace

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- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

## ***Not to return to or attend school in the event of the following:***

1. if they live with someone who has symptoms of the virus
2. If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school

Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

## **12. Employee Assistance and Wellbeing Programme**

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health

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Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

## **Appendix 4 -Risk assessment**

### **Methodology used for hazard identification and control**

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Shountrade National School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is 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 that a risk assessment is carried out.

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 Projects 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.

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:**

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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.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

**Severity x Probability = Risk Rating**

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## Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

## Probability/Likelihood

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Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

## Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<b>Emergency – Extremely serious</b> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.



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11 – 15	<b>Severe and Serious</b> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
6 – 10	<b>Medium</b> If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	<b>Trivial or Negligible</b> If an incident were to occur, there would be little likelihood that an injury would result	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

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**\*Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		

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<b>Staff</b>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>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.</p> <p>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.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> <li>✓ Ensure that all staff receive necessary training prior to returning to work</li> <li>✓ Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils</li> <li>✓ Promote safe individual practices within the school campus</li> <li>✓ Engage with staff in providing feedback on the preventive measures and their effectiveness</li> <li>✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation</li> <li>✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene</li> <li>✓ Provide specific training in the proper use of PPE for staff, where required</li> </ul>	<p>Negligible</p>	<p>Board of Management Principal Staff</p>
<u>Risk Level Calculation</u>	<u>Risk Level Action</u>			

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(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event       1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		1-5    Trivial risk       Acceptable 6-10   Medium risk      Requires monitoring 11-15 Severe risk       Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
Assessment Date:    June, 2020		Assessor's Name:		
Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		

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<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:</p> <ul style="list-style-type: none"> <li>✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> <li>○ After coughing or sneezing</li> <li>○ Before and after eating or preparing food</li> <li>○ Before and after using protective gloves</li> <li>○ Before and after being on public transport</li> <li>○ When arriving and leaving the school campus</li> <li>○ After toilet use</li> </ul> </li> <li>✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing.</li> <li>✓ Put used tissues into a bin and wash their hands</li> <li>✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces</li> <li>✓ Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.</li> <li>✓ All SNA's to be required to wear face coverings.</li> </ul> <p>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.</p> <p>No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> <li>✓ Fever (temperature of 37.5 degrees or above)</li> <li>✓ Cough</li> <li>✓ Shortness of breath</li> <li>✓ Breathing difficulties</li> </ul> <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.</p> <p>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</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>
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# Shountrade National School



Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSELive for advice  
**1850 241850**

## Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  
(c) Risk Rating = (a) X (b)

## Risk Level Action

- 1-5 Trivial risk Acceptable  
6-10 Medium risk Requires monitoring  
11-15 Severe risk Requires immediate further action and control  
16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

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Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds).</li> <li>✓ Appropriate social distancing markings are in place</li> <li>✓ Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings</li> <li>✓ All SNA's to be required to wear face coverings</li> <li>✓ Necessary PPE is available to staff</li> <li>✓ Standard cleaning and maintenance regimes are put in place and detailed records retained</li> <li>✓ Toilet facilities are cleaned regularly</li> <li>✓ Equipment sharing is minimised. Staff are encouraged not to share equipment</li> <li>✓ 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)</li> <li>✓ All school equipment is sanitised</li> <li>✓ Covid compliant work areas to be available where social distancing guidelines can be applied</li> <li>✓ 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</li> <li>✓ All waste collection points are emptied regularly throughout and at the end of each day.</li> <li>✓ 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 afterward</li> </ul>	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>			<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk            Acceptable</p> <p>6-10   Medium risk        Requires monitoring</p>	



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(c) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# Shountrade National School



Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that:</p> <ul style="list-style-type: none"> <li>✓ all persons will adhere to relevant social distancing rules in relation to entering the school and while working in the school</li> <li>✓ physical spacing) for work stations and common spaces, such as entrances/exits, lifts, kitchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur</li> <li>✓ Yard will be divided into sections and school supervision procedures must be strictly adhered to</li> <li>✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds)</li> <li>✓ Appropriate social distancing arrangements will be in place throughout the facility. Classes divided into class bubbles and senior classes divided into discrete groups called 'pods' within the class bubbles.</li> <li>✓ Meetings of staff will take place only where social distancing can take place</li> <li>✓ There is currently a strict no handshaking policy and no hugging in place within the school</li> <li>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible</li> </ul>	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

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<p>(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p>1-5    Trivial risk      Acceptable</p> <p>6-10   Medium risk    Requires monitoring</p> <p>11-15   Severe risk      Requires immediate further action and control</p> <p>16-25   Emergency risk    Halt activity and review immediately</p>
<p><u>Assessment Date:</u>    June, 2020</p>	<p><u>Assessor's Name:</u></p>

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Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ Cleaning staff will be trained in the new cleaning arrangements for the school</li> <li>✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning</li> <li>✓ 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</li> <li>✓ 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</li> <li>✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use</li> </ul>	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury     1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality			<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable	

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(b) Likelihood of event      1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	6-10   Medium risk   Requires monitoring 11-15   Severe risk   Requires immediate further action and control 16-25   Emergency risk   Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# Shountrade National School



Who may be affected?	Identified Risks	Office and administration areas Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff</li> <li>• The number of employees permitted to work in an office at any particular time shall be limited to 2 people as a necessary control measure to protect health and safety.</li> </ul>	Requires monitoring	Board of Management Principal Administration staff

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<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk      Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately	
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>	

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Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Staff, including teachers who cannot maintain a 2M distance from students or other staff to be required to wear face coverings.</p> <p>All SNA's to be required to wear face coverings.</p> <p>PPE will be used for duties of intimate care or when there is a suspected case of Covid 19 and the suspected case is being brought to the isolation area.</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p> <p>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:  <a href="https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html">https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</a></p> <p>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.</p> <p>*Face coverings are not recommended to be worn by children under 13 years.</p>	Requires monitoring	Board of Management Principal Staff



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<u>Risk Level Calculation</u> (a) Severity of risk/injury     1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk         Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

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Who may be affected?	Identified Risks	Handling books and other resources during Covid-19 Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management has to prepare for the return of school books and other resource materials including IT equipment at the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> <li>• Maintain physical distancing</li> <li>• 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</li> <li>• Follow the agreed school protocols if you are displaying symptoms of Covid-19</li> <li>• 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</li> <li>• Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year</li> <li>• Hands should be washed in line with relevant guidance</li> <li>• Choir/Music Performance</li> <li>• Choir practices/performances and music practices/performances involving wind instruments</li> <li>• may pose a higher level of risk and special consideration should be</li> </ul>	Requires monitoring	Board of Management Principal Staff

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given to how they are

- held ensuring that the room is well-ventilated and the distance between performers is
- maintained.
- Sport Activities
- Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport
- protocols is found here.
- <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

## Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  
 (c) Risk Rating = (a) X (b)

## Risk Level Action

1-5 Trivial risk Acceptable  
 6-10 Medium risk Requires monitoring  
 11-15 Severe risk Requires immediate further action and control  
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

# Shountrade National School



Who may be affected?	Identified Risks	Using hand tools or equipment Controls	Risk Rating with controls	Action implementation
<b>All staff</b>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking</li> <li>✓ All tools and equipment must be properly sanitised to prevent cross contamination</li> <li>✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use</li> <li>✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use</li> </ul>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

# Shountrade National School



<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately	
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>	

# Shountrade National School



Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors Contractors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>The Board of Management will:</b></p> <ul style="list-style-type: none"> <li>✓ Appoint an appropriate person for dealing with suspected cases.</li> <li>✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers</li> </ul> <p><b>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ 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</li> </ul>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk          Acceptable</p> <p>6-10   Medium risk        Requires monitoring</p>		

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(c) Risk Rating = (a) X (b)	11-15 Severe risk      Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# Shountrade National School



Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)	Risk Rating with controls	Action implementation
		Controls		
Staff Pupils Visitors Contractors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"><li>• 60 years of age and over</li><li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li><li>• pregnant women</li></ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"><li>• A fever (high temperature of 37.5 degrees Celsius or above)</li><li>• A cough - this can be any kind of cough, not just a dry cough</li><li>• Shortness of breath or breathing difficulties</li><li>• Loss of sense of smell</li><li>• Loss of sense of taste or distortion of sense of taste</li><li>•Death</li></ul>	<ul style="list-style-type: none"><li>✓ 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</li><li>✓ 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.</li><li>✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</li><li>✓ Arrange for appropriate cleaning of the isolation area and work areas involved.</li></ul>	Requires monitoring	Board of Management Principal Staff



# Shountrade National School



<u>Risk Level Calculation</u> (a) Severity of risk/injury    1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5    Trivial risk        Acceptable 6-10   Medium risk      Requires monitoring 11-15 Severe risk       Requires immediate further action and control 16-25 Emergency risk   Halt activity and review immediately		
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		
	Identified Risks	Covid-19 cleaning	Risk Rating	Action implementation

# Shountrade National School



Who may be affected?		Controls	with controls	
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> <li>✓ 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</li> <li>✓ 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</li> <li>✓ 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 should be double-bagged,</li> <li>✓ 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</li> <li>✓ 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</li> <li>✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning</li> <li>✓ 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</li> <li>✓ 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</li> </ul>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5    Trivial risk            Acceptable</p> <p>6-10   Medium risk        Requires monitoring</p> <p>11-15 Severe risk         Requires immediate further action and control</p>		

# Shountrade National School



	16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

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Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Visitors</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop 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 times</p> <p>Disinfectants used should be effective against viruses.</p> <p><b>Additionally:</b></p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal</p>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

# Shountrade National School



<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# Shountrade National School



Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>✓ Waste should be put in a plastic rubbish bag and tied when full</li> <li>✓ The plastic bag should then be placed in a second bin bag and tied</li> <li>✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>✓ 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</li> <li>✓ 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</li> </ul>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

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<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# Shountrade National School



Who may be affected?	Identified Risks	Travel to and from work Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case <b>they should not travel to work.</b></p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face covering and carry hand sanitiser and use it regularly throughout your journey.</p>	Requires monitoring	All staff



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<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>	

# Shountrade National School



Who may be affected?	Identified Risks	Formal Lessons, Dropping off and collection up of pupils, Break Times and Physical Education Controls	Risk Rating with controls	Action implementation
<p>Staff</p> <p>Pupils</p> <p>Parents/guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>• Classes will be structured into Class Bubbles (a class grouping which stays apart from other classes as much that is practical) and from 3<sup>rd</sup> to 6<sup>th</sup> classes, Class Bubbles will be divided into 'Pods' (discrete groups) to the extent that is practical. There will be 1m between 'Pods' where possible.</li> <li>• <b>Formal Lessons</b> Junior Infants to 4<sup>th</sup> class will begin at 9 00 am. 5<sup>th</sup> Class and 6<sup>th</sup> Class will begin at 9.05 am.</li> <li>• Arrangements for dropping off and picking up pupils from the school facility are organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</li> <li>• <b>Entrances.</b> To avoid crossing paths on entry and exit we are now using 3 access points for pupils. <b>RED Entrance=</b> Fire exit at end of school building. <b>WHITE Entrance=</b> Main school door. <b>BLUE Entrance=</b> Door at the top of school (old Building)</li> </ul> <p><b>NOTE-</b> The pupils entering these areas need to do so through the gate opposite Entrance</p> <p><b>GATES.</b> <b>RED=</b> Gate at hurling pitch.</p>	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Bus and taxi drivers</p>

# Shountrade National School



**WHITE=** Main school gate

**BLUE=** Gate at the top of school wall at old building side.

**Note:-** There are coloured footprints on the school yard to highlight these points of entry.

Junior Infants and 1<sup>st</sup>/ 2<sup>nd</sup> Class- **RED entrance**

Senior Infants and 3<sup>r</sup>/ 4<sup>th</sup> Class- **WHITE entrance**

5<sup>th</sup> and 6<sup>th</sup> Class- **BLUE entrance**

## **1. Dropping pupils to school**

- Nobody is permitted on the school grounds until 8 45 am. From 8 45 am children will walk to their classrooms/Bubble and congregating in the school yard or at the school gate is strictly prohibited. If people arrive before 8 45 am they are asked to wait in their cars.
- Parents/ Guardians of Junior and Senior Infants are permitted to walk their children to the school gate entrance.
- We encourage Parents/ Guardians from 1<sup>st</sup> to 6<sup>th</sup> Class to allow children to enter school as quick as possible and independently if they can.
- This is to avoid any congregating at school gate.
- Parents/ Guardians are not permitted on the school yard/grounds.

## **2. Collection of pupils.**

- Junior Infants and Senior Infants:  
At 1 40 pm, infants will be collected Parents/ Guardians of infants are encouraged to

# Shountrade National School



adhere to social distancing protocols. Parents of Junior and Senior Infants are permitted to collect their children at the school gate entrance.

- **1<sup>st</sup> Class to 6<sup>th</sup> Class:- Staggered**

At 2 40 am children will leave the school in a staggered manner. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> will leave at 2 40 pm, and 5<sup>th</sup> and 6<sup>th</sup> will leave at 2 45 am.

We encourage Parents/ Guardians from 1<sup>st</sup> to 6<sup>th</sup> Class to encourage their child/ children to make their way from the school yard to Parent/ Guardian as quick as possible and independently if they can.

- This is to avoid any congregating at school gate.

**NOTE:** Supervision will be on the school yard until 2.50pm

**This system will apply rain, hail or shine so please ensure that your child comes to school prepared for the weather everyday! - thank you.**

### **3. Break Times.**

**Breaks- Staggered-**There are 3 designated yards sections

**NOTE-**Classes/Bubbles will not be mixing during break times

- **SOS:**

Junior Infants/ Senior Infant/ 1st Class and 2nd Class  
10.50 to 11.00

3<sup>rd</sup>/ 4<sup>th</sup>/5<sup>th</sup> and 6<sup>th</sup> class  
11.00 to 11.10

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- LÓN:**  
 Junior Infants/ Senior Infant/ 1st Class and 2nd Class  
 12.30 to 1.00  
  
 3<sup>rd</sup>/ 4<sup>th</sup>/5<sup>th</sup> and 6<sup>th</sup> class  
 1.00 to 1.30
- Physical Education:**  
 We have introduced a continuous timed daily WJR- Walk/Jog/ Run to each class/  
 Bubble  
 (Weather Permitting).  
  
**Junior Infants-2 Minutes**  
  
**Senior Infants- 3 Minutes**  
  
**1<sup>st</sup> Class/ 2<sup>nd</sup> Class- 4 Minutes**  
  
**3<sup>rd</sup> Class/ 4<sup>th</sup> Class- 5 Minutes**  
  
**5<sup>th</sup> Class/ 6<sup>th</sup> Class- 6 Minutes**
- P.E.-** Children are asked to wear **School tracksuit** on **Wednesday, Thursday and Friday** for 2020/ 2021 in order to facilitate the timetabling of an assigned day for 2 classes each week.  
**NOTE:** the school Halla will not be used for P. E.

## Risk Level Calculation

- (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality  
 (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable  
 (c) Risk Rating = (a) X (b)

## Risk Level Action

- 1-5    Trivial risk            Acceptable  
 6-10   Medium risk        Requires monitoring  
 11-15 Severe risk        Requires immediate further action and control  
 16-25 Emergency risk    Halt activity and review immediately

# Shountrade National School



Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	<b>Visitors to school</b> Controls	Risk Rating with controls	Action implementation
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> <li>✓ Make a prior appointment before visiting the school</li> <li>✓ Remain at home if they have any Covid-19 symptoms</li> <li>✓ Follow the agreed Covid-19 protocols for the school</li> <li>✓ Sanitise before entering the premises</li> <li>✓ Attendance to be recorded on entry to building</li> <li>✓ Wear PPE if instructed</li> <li>✓ Adhere to social distancing requirements</li> <li>✓ Not to loiter – complete their business and leave premises</li> </ul>	Requires monitoring	Board of Management Principal

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<u>Risk Level Calculation</u> (a) Severity of risk/injury      1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event          1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)			<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately	
<u>Assessment Date:</u> June, 2020			<u>Assessor's Name:</u>	

# Shountrade National School



Who may be affected?	Identified Risks	Management of deliveries and supplies to school Controls	Risk Rating with controls	Action implementation
<p>Staff Pupils Drivers Wider Community</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> <li>• 60 years of age and over</li> <li>• have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer</li> <li>• pregnant women</li> </ul> <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> <li>• A fever (high temperature of 37.5 degrees Celsius or above)</li> <li>• A cough - this can be any kind of cough, not just a dry cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of sense of smell</li> <li>• Loss of sense of taste or distortion of sense of taste</li> <li>• Death</li> </ul>	<ul style="list-style-type: none"> <li>▪ All drivers to remain in their vehicle and to follow instructions to set down area</li> <li>▪ Ensure that all delivery transactions comply with physical distancing requirements</li> <li>▪ Agree a delivery protocol with suppliers</li> <li>▪ All deliveries to be planned with allocated times for collections and deliveries</li> <li>▪ Arrangements to be made for paperless deliveries</li> <li>▪ System to be agreed with suppliers to ensure reconciliations are accurate</li> </ul>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Delivery personnel</p>



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<u>Risk Level Calculation</u> (a) Severity of risk/injury     1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event        1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	<u>Risk Level Action</u> 1-5    Trivial risk            Acceptable 6-10   Medium risk        Requires monitoring 11-15 Severe risk        Requires immediate further action and control 16-25 Emergency risk    Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

# *Shountrade National School*

## **Declaration of Sight**

I have read and understand the contents of this document.

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