

All Saints' National School – Covid-19 Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible
COVID-19	N	Illness	H	School Covid-19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	<p>Follow public health guidance from HSE - hygiene and respiratory etiquette</p> <p>School COVID-19 Policy Statement</p> <p>Return to Work Forms for staff</p> <p>Induction Training provided for staff</p> <p>Contact tracing / visitor log in place</p> <p>Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist</p> <p>Use of PPE in certain circumstances</p>	<p>BOM</p> <p>Principal</p> <p>Staff</p>
Physical Distancing	N	Infection	H	School Covid-19 Response Plan in place	Y	<p>Signage</p> <p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ physical spacing (1-2 metres apart) for work stations and common spaces, such as entrances/exits, lifts, kitchen areas, stairs, where congregation of staff, or students of visitors might occur ✓ School supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ Appropriate social distancing arrangements will be in place throughout the facility ✓ Meetings of staff will take place online and by using teleconferencing facilities where possible ✓ There is currently a strict no handshaking policy in place within the school 	<p>BOM</p> <p>Principal</p> <p>Staff</p>

						<ul style="list-style-type: none"> ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible <p>Where 2 metre distance cannot be maintained</p> <p>Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 ✓ The close contact work cannot be avoided ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice <p>Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly</p> <p>Face coverings may be worn where a distance of 2m cannot be maintained</p>	
Visitors to the school	N	Illness	H	School Covid19 Response Plan in place	Y	<p>Contact Tracing Log</p> <p>Log of all visitors maintained by school</p> <p>Sign-in and sign-out sheets</p> <p>Appointments by prior arrangement only and for essential purposes</p> <p>Appropriate signage on display</p>	<p>BOM</p> <p>Principal</p> <p>Staff</p>
Cleaning	N	Illness	H	School Covid19 Response Plan in place		<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff members 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 bring to work and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposal of cleaning cloths and used wipes in a rubbish bag. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person 	<p>BOM</p> <p>Principal</p> <p>Staff</p> <p>Cleaner</p>

					<p>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</p> <ul style="list-style-type: none"> ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use 	
Break time	N	Illness	L	School Covid19 Response Plan Public Health Advice	<p>Cleaning equipment</p> <p>Minimal equipment and resources provided</p> <p>Designated play areas to minimise interaction between bubbles</p> <p>Physical distancing measures in place</p>	<p>Principal</p> <p>Staff</p>
Communications	N	Communication, education & training	L	All staff – up to date information, training provided and consultation at regular staff meetings Staff checklists	<ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters, information and message boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene <p>Provide specific training in the proper use of PPE for staff, where required</p>	<p>BOM</p> <p>Principal</p> <p>Staff</p> <p>LWR & DLWR</p>
Hygiene	N	Spread of virus	H	School Covid19 Response Plan in place Public Health Advice Signage displayed throughout the school Training for staff and pupils	<p>The BoM will ensure that all staff can wash their hands regularly. Warm water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available. Staff should: Wash their hands properly and often. Hands should be washed:</p> <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport 	<p>Board of Management Principal</p> <p>Staff</p> <p>Visitors</p>

					<ul style="list-style-type: none"> ○ When arriving and leaving the school ○ After toilet use <ul style="list-style-type: none"> ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <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"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <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> <ul style="list-style-type: none"> ✓ Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850 	
Hygiene measures throughout the building	N	Spread of virus	H	<p>School Covid19 Response Plan in place</p> <p>Cleaning checklist</p> <p>Appropriate cleaning equipment</p> <p>Sanitising stations throughout the school</p> <p>Staff cleaning equipment</p>	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of 	<p>Board of Management Principal</p> <p>Staff</p> <p>Visitors</p>

					<p>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)</p> <ul style="list-style-type: none"> ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied at least at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish ✓ Wash hands with soap and water for at least 20 seconds afterwards 	
Use of PPE	N	Spread of virus	H	<p>School Covid19 Response Plan in place</p> <p>Cleaning checklist</p> <p>Training for staff</p> <p>Staff checklist</p>	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors may be required in some circumstances to address identified risks of spread of the virus. It is now advised that staff wear face coverings where a distance of 2m is not possible.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.</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: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</p> <p>Face masks and visors will be provided to all staff and</p>	<p>Board of Management Principal</p> <p>Staff</p>

					are available for use.	
					<p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Gloves will be available for use in certain circumstances such as to administer first aid.</p> <p><u>Face coverings are not recommended to be worn by children under 13 years.</u> <u>Children do not require their own personal hand sanitiser gel.</u></p>	
Handling books & equipment	N	Spread of virus	H	Covid-19 Response Plan Staff training Cleaning checklist Procedures Staff awareness Signage	<p>The following guidelines are recommended for staff when handling books and equipment:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance <p>Limit shared equipment:</p> <ul style="list-style-type: none"> • Staff must wear the appropriate PPE for the nature of the work that they are undertaking • All resources and equipment must be properly sanitised to prevent cross contamination • Arrangements should be put in place for one individual to use the same equipment as far as is reasonably practicable • Cleaning material will be available so that 	Board of Management Principal Staff

					equipment can be wiped down with disinfectant between each use	
Dealing with a suspected case	N	Spread of virus	H	Covid-19 Response Plan Staff training Cleaning checklist Dealing with a suspected case checklist Procedures Staff awareness Signage	The Board of Management will: ✓ Appoint an appropriate person for dealing with suspected cases. ✓ 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 others If a person displays symptoms of Covid-19 the following procedure is to be implemented: ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue	Board of Management Principal Staff

					<p>provided when they cough or sneeze and put the tissue in the waste bag provided</p> <ul style="list-style-type: none"> ✓ 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 urgent 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. 	
Cleaning following a suspected case	N	Spread of Infection	H	Covid-19 Response Plan Staff training Cleaning checklist Dealing with a suspected case checklist Procedures Staff awareness Signage	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged, ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, 	<p>Board of Management</p> <p>Principal Cleaning staff</p>

aprons and other protection used while cleaning

- ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids

All cleaning will be undertaken in line with DES and public health guidance.

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

Disinfectants used should be effective against viruses.

Additionally:

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used

Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of

If possible,
keep an area closed off and secure for 72 hours.
After this time the amount of virus contamination will have decreased substantially,

and cleaning can take place as normal

Laundry

- ✓ Wash items in accordance with the manufacturer's instructions. Use the

warmest water setting and dry items completely. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above

Waste Management

- ✓ Wastes should be put in a plastic rubbish bag ; tied when full
- ✓ The plastic bag should then be placed in a second bin bag and tied

Dropping off and collecting of pupils	N	Spread of virus	L	Covid-19 Response Plan Logistics Plan	Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. Parents/guardians will be encouraged to wait in the car outside of the school	Board of Management Principal Staff Parents
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If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Board of Management

Date: 14/08/20