

Risk Assessment –Presentation Primary School Clonmel.

HAZARD	RISK RATING	RISK	CONTROL MEASURES	PERSONNEL RESPONSIBLE
Covid-19	High	Spread of Covid 19 Virus Illness	<ul style="list-style-type: none"> ➤ School Covid-19 Response Plan in place in line with DES guidance and the Return to Work Safely Protocol and public health advice ➤ Completed Covid-19 Policy Statement ➤ Return to Work Forms from Staff Members ➤ Induction Training ➤ Contact Log in place ➤ Communications with parents – email, website, Facebook page, post ➤ Risk Assessment and Logistics Plan ➤ Use of PPE as recommended by DES ➤ Isolation room set up in school 	BOM Principal LWR DLWR All Staff
School Arrival Time	High	<ul style="list-style-type: none"> ● Pupils interacting with each other ● Parents interacting with each other ● Social Distancing not being observed ● Siblings in different bubbles ● Late arrivals ● School Buses ● Hand hygiene 	<ul style="list-style-type: none"> ➤ School will open from 8.50am ➤ No Parents permitted in building ➤ Only parents of Infant classes entering school grounds ➤ One way system for parents exiting grounds ➤ Designated colour coded entry points to the building for each group ➤ Staff available to direct pupils transitioning from car park 	Parents Pupils Principal Class Teachers SETs SNAs

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			<ul style="list-style-type: none"> ➤ Parents of senior pupils asked to drop pupils in drop off zone without parking car or getting out of car ➤ Pupils going directly into building on arrival ➤ Teachers supervising in classrooms from 8:50am ➤ Principal/Secretary to meet late arrivals ➤ Encourage handwashing prior to school ➤ Sanitise on entry to the school building and on entry to classroom 	
Dismissal	High	<ul style="list-style-type: none"> ● Pupils interacting with each other ● Parents interacting with each other ● Social Distancing not being observed ● Siblings in different bubbles ● Late arrivals – parents ● School Buses ● Hand hygiene ● Homework Club/After school clubs 	<ul style="list-style-type: none"> ➤ Class teachers finish teaching at 14:40 to prepare pupils for leaving the building ➤ Pupils sanitise hands on leaving classroom ➤ Designated colour coded exit points for each group ➤ Staff available to direct pupils and accompany pupils to car park ➤ Infant classes accompanied to collection points on playgrounds ➤ Parents not permitted in school building ➤ Children on bus supervised in shelter on lower yard until all other pupils have exited ➤ Sanitise on exit to playground ➤ Parents are encouraged to remain in their cars until their child arrives at the designated collection point in car park 	Parents Pupils Principal Class Teachers SETs SNAs

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			<ul style="list-style-type: none"> ➤ Parents of senior classes are encouraged to use the drop off/collection Zone at far end of car park ➤ Homework club and all after school clubs are postponed for the moment 	
Mainstream Classrooms	High	<ul style="list-style-type: none"> ● Size of rooms (54 square metres) ● Pupils moving around room ● Pupils sharing resources ● Using toilets ● Corrections/markings books ● Storage of books ● Pupils without resources 	<ul style="list-style-type: none"> ➤ Each class is its own bubble and pods/groups of 4 to 6 set up within the group. ➤ Pupils remain in same pods until October mid-term break ➤ Additional furniture removed where possible ➤ Assigned coat hooks, one at a time in the cloakroom ➤ Restrict sharing of resources - pupils use own resources where possible ➤ Book Rental-each child will have all their own books in their baskets. Books will not need to be handed out or collected during the day ➤ Two writing copies and 2 maths copies will be used on an alternate basis during the month of September ➤ Teachers will restrict pupil movement around the room ➤ Use of visors/face coverings available for staff if physical distancing is not possible ➤ Teachers to sanitise hands regularly if correcting/markings books and copies, 	<p>Class Teachers SETs SNAs Pupils</p>

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			<p>stamps can be used so teachers do not need to touch copies or children marking own supervised by teacher will be used where possible.</p> <ul style="list-style-type: none"> ➤ At times, senior class written work to be left for correction over 72 hours before being corrected by teacher ➤ Children to wash hands after using toilets and sanitise on entry to the classroom ➤ Homework – no written homework for September-spellings/tables e.g. acts of kindness, physical exercise homework to be given. Pupils to be refamiliarised with Google Classroom so homework can be set virtually later in the month ➤ Pencil case to stay at school ➤ No materials to move between home and school except lunch bags ➤ Teachers to have a few individual sets of resources (spare pencil case etc)for loan (not to be shared between pupils) 	
SET Rooms	High	<ul style="list-style-type: none"> ● Size of rooms ● Physical distancing ● Shared use of materials/resources ● Different groups of children 	<ul style="list-style-type: none"> ➤ Each SET to be assigned 2 classes with whom they will work this term ➤ In class support where possible ➤ Groups of children withdrawn will be from same class ➤ Hand sanitise on entering and exiting room ➤ Social Distancing measures to be put in place by SET, in line with DES Guidelines. 	SETs Pupils

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			<ul style="list-style-type: none"> ➤ 3 small SET rooms on middle and top floor to be put out of use (not enough space for social distancing) ➤ Limit of 6 to 8 pupils in Room 6, 8 and 15 ➤ Limit of 2 to 3 pupils in Nano Nagle room on ground floor ➤ Visors and face coverings available if social distancing is not possible ➤ Additional furniture removed where possible ➤ Restrict sharing of materials ➤ Shared resources wiped down/cleaned after use ➤ Wipe down tables and door handles after each group ➤ SET uses their own school laptop when working on interactive whiteboard in SET rooms ➤ Where possible children will only go to SET room on same side of building as their own classroom ➤ Sanitise on exiting room. ➤ Cleaner to sanitise door handles and surfaces once during the day and again after school 	
Breaks (outside)	High	<ul style="list-style-type: none"> ● Having enough outside space for pupils to play in class groups/bubbles ● Pupils not staying in bubbles 	<ul style="list-style-type: none"> ➤ Staggered breaks for each group ➤ Designated play areas for each class bubble with 2 classes playing on each yard at any one time (yard separated into two halves) 	Teacher on duty SNAs

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		<ul style="list-style-type: none"> ● Exit and entry points between building and yard ● Use of toilets while outside ● Administering first aid ● Use of shared equipment on yard 	<ul style="list-style-type: none"> ➤ Junior Infant yard: 1 class at a time ➤ Rang 6 to go to grassy area behind lunchroom or go for a walk if grass is wet ➤ Assigned entry and exit points ➤ Toilets – not in use while outside ➤ First aid to be administered supervising adult if urgently needed-PPE to be used Otherwise first aid administered by class teacher on return to classroom ➤ Lunch time arrangements changed so that some pupils are eating while others are playing and vice versa. ➤ Ice Packs only used when necessary (see First Aid Policy) and kept in individual plastic bags which are changed after use ➤ Each class will bring own set of skipping ropes to yard and will keep same in their own classroom ➤ Fun Friday activities etc will not go ahead for the time being ➤ One teacher supervising 2 class groups on yard to ensure bubbles don't mix ➤ Logical consequences enforced if pupils do not abide by playground rules ➤ Pupils lining up in Pods using colour coded lines on yard 1 meter apart 	
Breaks (inside)	High	<ul style="list-style-type: none"> ● Opening of lunches, bottles, cartons, packets, etc. ● Refuse/Compost /Recycling ● Rainy Days 	<ul style="list-style-type: none"> ➤ Parents requested to ensure children can manage their own lunch independently where possible (i.e. peel and segment 	Parents Class Teachers SETs SNAs

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			<p>orange/open banana, have own spoon, able to open cartons, packets, etc.)</p> <ul style="list-style-type: none"> ➤ Pupils take all packaging and waste home in their lunchbox in order to avoid unnecessary movement ➤ Usual Wet Day protocols will apply (see wet day plan). However pupils in particular pods will be assigned equipment in advance of lunchtime to avoid sharing of games etc. between pods 	
Toilets	High	<ul style="list-style-type: none"> ● Pupils not washing hands ● Different classes using same toilets ● Staff using same toilets 	<ul style="list-style-type: none"> ➤ Regular lessons on hand hygiene and use of toilets ➤ Bins, Soap and paper towels in toilet area ➤ Wash hands after using toilet. Sanitise on re-entering the classroom ➤ Designated toilet time for younger classes ➤ All class teachers to offer toilet time before going on lunch break ➤ Only one pupil at a time allowed in toilet during eating time ➤ 2 pupils may use two cubicles when under the direct supervision of class teacher ➤ Junior infant pupils may enter building to use toilet during play time accompanied by SNA 	<p>Class Teachers SETs SNAs</p>

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Staff Room	Medium	<ul style="list-style-type: none"> ● Size of room ● Distancing not being maintained ● Different groups using same space ● Use of cutlery, Delph, etc. ● Queuing for microwave/dishwasher/sink/hot water/fridge 	<ul style="list-style-type: none"> ➤ Staggered breaks (Early break 9 people, 2nd break 12 people, Late break 4 people) ➤ Maximum capacity of staff room 12 people ➤ Additional furniture removed ➤ Clean down own table area after use ➤ Staff members may bring and use own cutlery, Delph, cups, etc. and take them home to be cleaned to avoid queuing at sink ➤ Staff also have option to use staff room delph and put it in dishwasher when finished ➤ One person to make tea to avoid multiple people touching kettle ➤ Separate 3 microwaves ➤ Maintain distancing while using sink/hot water ➤ Practice hand hygiene on entering and exiting the staffroom. ➤ Social Distancing within the Staffroom as per Guidelines. ➤ 2 small rooms (former SET rooms on top floor) available for staff in high risk group who may want to remain separate from main staff group 	All Staff
Office, Printing, Photocopying	High	<ul style="list-style-type: none"> ● Secretary dealing with parents/visitors ● Increased movement around the school 	<ul style="list-style-type: none"> ➤ Intercom system on front door to be used for any conversation with parents. ➤ Secretary to complete sign in/out form in consultation with parent/guardians. 	All staff

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		<ul style="list-style-type: none"> ● Size of office room ● Multiple users of equipment 	<ul style="list-style-type: none"> ➤ Parents/Visitors only by prior appointment ➤ Items being delivered by parents during school day (e.g. forgotten lunch) to be put into box outside front door ➤ Children not to be sent on messages or good news visits to office ➤ Inter phone system to be installed on each floor for easy communication with office ➤ Photocopying to be sent to office in advance where possible, copies will be delivered to classroom or left for teachers in staff room to be collected at break times ➤ Only one person in photocopying area at one time. Do not wait in seated area. ➤ If before/after school one teacher at photocopier at the time-clean down after use. ➤ Mary/Mairéad to keep photocopier sanitised after their own usage ➤ Teachers wipe down photocopier after use (wipes available on table next to photocopier) ➤ Staff not to enter secretary's office if not necessary. Stand at door to give message maintaining social distance 	
Movement around school	High/Medium	<ul style="list-style-type: none"> ● Children and staff from different bubbles/groups mixing 	<ul style="list-style-type: none"> ➤ Minimise non-essential movement ➤ Specific routes marked out for each group ➤ Arrows outlining direction of movement ➤ Walk on left on stairs and in corridors 	All staff Pupils Parent Visitors

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			<ul style="list-style-type: none"> ➤ Classes always entering/exiting building using same door ➤ One-way systems for parents entering and exiting school grounds at drop off/collection times 	
Whole School shared resources	High/Medium	<ul style="list-style-type: none"> ● Sharing of resources, equipment and devices ICT between different class bubbles ● Lack of human resources to clean between use 	<ul style="list-style-type: none"> ➤ Separate sets of iPads for Junior/senior classes ➤ Children do not swop iPads during sessions ➤ All to sanitise hands before and after use ➤ Resources, equipment, devices to be returned appropriately and cleaned and ready (wipes available with each set of iPads) ➤ Computer room only used by SET staff (minimal use for the time being) ➤ Busy Bees staff responsible for wiping down all equipment after use in evening ➤ Maths/science boxes of equipment to be used in individual classrooms for block of time. Not to be moved between rooms during the day ➤ Maths equipment to be washed in soapy water after use ➤ PM readers/CAPER books all covered in plastic wipeable covers. Readers wiped down on return to storage area and left for 72 hours before being put back into circulation 	All staff

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Aistear	High	<ul style="list-style-type: none"> ● Sharing materials, toys, equipment ● Children moving from station to station ● Cleaning of materials 	<ul style="list-style-type: none"> ➤ Aistear to take place in classrooms or outside ➤ Children to stay at same station for entire session ➤ Hand sanitise before and after session ➤ Shared resources to be cleaned after use between groups ➤ Only Cleanable items to be used-soft toys removed form classroom ➤ Extra cleaning time set aside for infant classrooms after school 	<p>Class Teachers SETs SNAs Cleaning staff</p>
PE	High/Medium	<ul style="list-style-type: none"> ● Different groups using the lunchroom/Nano Nagle hall ● Sharing of equipment ● Social distancing ● External coaches coming in and mixing between classes ● Hall rental 	<ul style="list-style-type: none"> ➤ All pupils to sanitise hands before and after PE sessions ➤ PE to take place outside where possible ➤ Lessons to include as little use of shared equipment as possible ➤ Equipment divided between each group ➤ Individual class sets of bean bags to be organised ➤ P.E. equipment not to be used by Busy Bees ➤ P.E. hall and equipment sanitised using fogging machine each evening ➤ No external coaches for month of September ➤ No rental of lunchroom 	<p>All staff</p>

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SNA and SET staff		<ul style="list-style-type: none"> ● Moving between groups ● Providing intimate care ● Working closely in small groups 	<ul style="list-style-type: none"> ➤ PPE to be used as much as possible. SNA team if they want to.-- use aprons/masks/visors/gloves/sanitiser ➤ Back up supplies located in the Isolation Room. ➤ Sanitise hands leaving/entering all rooms ➤ Encourage independence re organisation of equipment personal items etc ➤ Minimise movement where possible <p>1 SNA IN Rang 3 only</p> <p>1 SNA between 2 Junior Infant classes</p> <p>2 SNAs in SP and L class and also shared with Rang 2</p> <p>All SET staff moving between 2 classes only</p>	<p>SNAs SETs SET co-ordinator Principal</p>
Staff/ pupils in high risk category	medium	Interaction with other staff/pupils	<p>Provide with PPE</p> <p>Provide separate area for breaks/lunch if required</p> <p>Minimise no of classrooms s/he works in</p>	Principal BOM

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Lack of ventilation in classrooms	High	Poor air circulation	Leave classroom door open if possible Open windows regularly Ensure windows open when class is out in playground Take class for regular walks/fresh air breaks during day	Class teacher Teacher on duty
Visitors to the school	High	Spread of Covid 19 Virus Illness	All visitors need appointment Parents/Guardians arriving during the day will be met at the door by secretary All visitors asked to wear a mask Signage re hands sanitising and wearing masks visible at front door	