

Risk Assessment – Covid 19

Ardfert Central N.S.

Hazards	Event/ Activity	Is the hazard present?	Risk Rating	Risk	Controls	Is the control in place?	Person responsible
Covid 19	Workplace	N	H	Illness	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	All Staff BOM
	Arrival at school	N	H	<p>Groups forming along the footpath, when getting off the school bus, on the school yard</p> <p>Pupils interacting with pupils from other bubbles/pods</p> <p>Pupils not hand sanitising</p> <p>Pupils not sitting in their</p>	<p>To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle to school if it is at all possible.</p> <p>All children will enter and leave the school grounds through the front gates. Gates will be opened fully at drop off and collection times.</p> <p>Mrs Stack and Ms. O Connell will be at the school from 8.15am each morning.</p> <p>Children must perform hand hygiene using the hand sanitisers inside school doors.</p> <p>Children proceed directly to their own classroom. 6th Class, 5th Class, 4th Class and 3rd Class enter the school through the main door.</p> <p>Junior Infants, Senior Infants, 1st Class and 2nd Class enter the school through the side door.</p>	Y	All Staff

				own seats on entry	<p>It will not be possible for parents/guardians to come onto the school grounds before/after school. Parents will be asked to social distance as they drop off and collect children and to leave the vicinity of the school quickly. <i>(Separate, special arrangements will be put in place for our Junior Infants and their parents at the beginning of the school year.)</i></p> <p>31st Aug – 11th Sept all class teachers and SNAs will be in their classrooms by 8.30 a.m.</p> <p>Mrs Stack, Ms. O Connell and Mr. Hanafin will be in the school yard to ensure children use their assigned door to enter the school, social distance as they walk in and to encourage the children not to form groups as they get off the school bus.</p> <p>Ms. O Connell will direct the children in the Senior Classes to enter the school through the main door. Mrs Stack will direct the children in the Junior Classes to enter the school through the side door. Mr. Hanafin will be at the side door of the school to ensure that the younger children perform hand hygiene with the hand sanitiser and continue on to their classrooms. Ms. Martin will be in the Junior corridor (door to Senior corridor) to ensure First and Second Class children continue into their classroom and do not congregate or form groups in the corridor. Ms. Daly will supervise the 6th Class from the classroom door to ensure they are seated at their desks and one metre apart at all times. She will also remind the senior children as they enter by the main door to perform hand hygiene by using the hand sanitiser.</p>		
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				<p>Mrs Costello will supervise the Fifth Class in their room.</p> <p>From 14th Sept Mrs Stack and Ms. O Connell will supervise the children entering the school yard, Mr. Hanafin will supervise the children in the Senior classes to ensure they are all seated, one other teacher (rota) will supervise the children in the Junior Classes. The SNAs will also supervise the children in their classrooms from 8.30am until 9.00am.</p> <p><u>Junior Infants</u> Monday 31st August New Junior Infants will be brought to the side door of the school by parents in groups of 4 every 10 minutes (alphabetical order – child’s first name) starting at 9.00am. Ms. Crowley will meet them and bring them to their classroom. Joan will also be in the Junior Infant room.</p> <p>Tuesday 1st September – Friday 11th September An older sibling or parent may bring the Junior Infant to the side door of the school each morning if needed. All children to be in classrooms by 9.00am. From Monday 14th September we hope that all Junior Infants will walk in from the gate themselves.</p>		
	Leaving school	N	H	<p><i>(Special arrangements will be put in place for Junior Infants for the first two weeks of the school year.)</i></p> <p>From 14th September onwards: 1.40p.m. Class teacher will bring Junior Infants to the school gate. The children will line up in</p>	Y	

				<p>alphabetical order on the right hand side of the gate (Tubrid side) on the yellow spots.</p> <p>From 31st August onwards:</p> <p>1.40p.m. Class teacher will bring Senior Infants to the school gate. The children will line up in alphabetical order on the left hand side of the gate (Centra side) on the white spots.</p> <p>2.40p.m. Bus children will line up class by class for each of the buses.</p> <p>2.45p.m. Any remaining infants will be brought out to the school gates by their teacher. First class teacher will bring his class (children in alphabetical order) to the school gate. They will line up on the left hand side of the gate on the white spots. Sixth Class will line up on the right hand side of the gate on the yellow spots. As these two classes leave the school yard they will be followed by First Class on the left hand side and Fifth Class on the right hand side.</p> <p>Fourth Class will then line up on the right hand side and Third Class on the left hand side. If any children are late being collected they will stand back and line up (by the grass line) socially distanced from each other until they are collected.</p> <p>Parents who collect their children at the school gate are asked to maintain a social distance from each other and leave quickly after picking up their children.</p> <p><u>Junior Infants</u> 31st August – 11th September</p> <p>12.00 Class teacher will bring her class in alphabetical order to the gate and line up on the right</p>	
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					hand side (yellow spots). (First lunch break begins at 12.10 so all infants should be off the senior yard by then).		
	Breaktimes	N	H	<p>Too many children on the yard together.</p> <p>Classes/Bubbles playing together</p> <p>No room to social distance.</p> <p>Children forming groups in classrooms or corridor</p>	<p>Staggered Breaks</p> <p>Four class groups will now go outside together so the yard will be split into four distinct areas.</p> <p>Classes: Junior Infants, First Class, Third Class, Fourth Class</p> <p>Break 1: 10.20 – 10.30</p> <p>Break 2: 12.00 – 12.10 (Children eat in classes) 12.10 – 12.30 (Children go outside)</p> <p>Classes: Senior Infants, Second Class, Fifth Class, Sixth Class</p> <p>Break 1: 10.40 – 10.50</p> <p>Break 2: 12.30 – 12.40 (Children eat in classes) 12.40 – 1.00 (Children go outside)</p> <p>There will be two teachers and two SNAs on the yard during each break.</p> <p>Teachers to ensure only one child from a class allowed back into the classroom to go to the bathroom at a time as per usual practice.</p> <p>Adults ensure that each bubble stays inside their own marked area on the yard.</p> <p>If on the fields teachers on yard duty divide the fields using cones.</p>	Y	All staff

				Children not seated when in class and not maintaining a distance from each other.	On wet days teachers on duty supervise classrooms to ensure pupils are social distancing and not mixing.		
	Classrooms	N	H	Not maintaining a social distance	<p>Junior Infants to Second Class There is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble but all available space in these classrooms will be used as schools are advised to increase separation to the greatest degree possible.</p> <p>Third Class to Sixth Class Children from Third Class, Fourth Class, Fifth and Sixth Class will all be seated a metre apart as the numbers in these classes allow for 1metre social distancing.</p> <p>All pupils will be required to have their own books, pencils, biro's etc. No sharing allowed.</p> <p>All Classes Markings will be on the floor beyond which a child should not go so as to maintain distance between teacher and pupils in all classes. Teachers to sanitise hands regularly when correcting copies/workbooks.</p> <p>Use of velcro shoes if a child cannot tie laces him/herself.</p>	Y	<p>All teachers</p> <p>Parents</p> <p>Caretaker</p> <p>Teacher</p> <p>Parents</p>

				<p>Teachers touching children's copies/books</p> <p>Sharing of equipment/books</p> <p>Use of ICTs</p> <p>PE Equipment</p> <p>Large numbers in classes plus one or two adults in some rooms</p>	<p>If children are using paint brushes/scissors etc these will have to be washed after use and not used again for 72 hours.</p> <p>Same procedure if children are borrowing school library books, these should not be taken home and when they are finished with a book it should not be made available to another child for 72 hours.</p> <p>Devices should be cleaned after use and before they are returned to the charging box.</p> <p>Teachers to ensure any PE equipment being used has been sanitised before use and also after use.</p> <p>To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground. (Care to be taken not to leave low windows open during break-times.)</p> <p>Windows should be opened when children are singing as a group, or when they are playing musical instruments.</p>		
	SET and SNAs	N	H	Mixing between bubbles.	<p>Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible.</p> <p>These adults will sanitise when they enter and leave the classroom.</p> <p>They must maintain a social distance from one another if working along side each other in the classroom.</p>	Y	<p>SETs</p> <p>SNAs</p> <p>Class teachers</p> <p>SNAs</p>

				Unable to maintain a social distance	As the SNAs often have to work very closely with pupils a plastic pull up and Perspex screen will be provided for each of them to use when they see fit.		
	SET Rooms	N	H	Various children using the same work stations	The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending by the SETs. As the three SET rooms are not very big there will be no more than five pupils in these rooms at any time with the teacher. New single tables have been purchased for these three rooms.	Y	SETs
	Colour Photocopier in GP room	N	M	Many adults using the same piece of equipment	Only adults to use the photocopier as per normal practice. Photocopier must be cleaned down after each use with cleaning products provided. Cleaning products must not be removed from the GP Room.	Y	Teachers SNAs Secretary
	Corridors	N	M		Only one class/bubble should be using the corridor at the time. Class to walk in single file, socially distanced on the left hand side of corridor. Teachers have a copy of PE timetable and so know what time classes have PE and will be passing in and out for lunch breaks.	Y	Class teachers
	Commonly touched surfaces	N	M	Many touching the same surfaces	Teachers to open and close classroom doors before and after breaks and if somebody calls to the classroom to avoid lots of people touching the same handle. Teacher/SNA will wipe the handles of doors a number of times during the day with cleaning products provided.	Y	Teachers SNAs

Children /adults touching anything at school	N	H	If there are germs on hands	<p><u>Frequency of Hand Hygiene</u></p> <p>Pupils and staff should perform hand hygiene:</p> <ul style="list-style-type: none"> • On arrival at school; • Before eating or drinking; • After using the toilet; • After playing outdoors; • When their hands are physically dirty; • When they cough or sneeze. <ul style="list-style-type: none"> • When teachers/SNAs enter a classroom and leave the classroom • When pupils go from classroom to SET room and vica versa 	Y	All staff All pupils
Parents dropping forgotten lunches to school during the day	N	M	Parents entering the school building	<p>Pupils/parents should ensure that each child has their lunch in their school bag each day. If a lunch, pencil case etc is to be dropped off the parent must ring the school first and let secretary/principal know it will be dropped off then put it into the covered plastic box outside secretary's office.</p> <p>Parents must ring the school if they need to speak to a teacher/principal. They will not be able to call in without an appointment.</p>	Y	Parents
Visitors to the school	N	M	Visitors entering the school building	<p>If anybody needs to call to the school they must ring first and make an appointment. When entering the school they must perform hand hygiene using the provided sanitiser. A distance of 2 metre must be maintained between staff and visitors.</p> <p>Staff will need their fob to enter the school through the front door.</p>	Y	Visitors Secretary Principal

	Contact Log			Tracing purposes	A detailed sign in/sign out log of those entering the school facilities will be maintained. A contact log will be kept in the secretary's office and Agnes or Mrs Stack will ensure that the form is filled in by anybody entering the school. The school will also maintain a log of staff and pupil contacts for contact tracing purposes.	Y	Secretary Principal
	Secretary's office	N	M	Small space, not enough room for two people to pass each other and socially distance	Adults or children not allowed into the secretary's office as it is too small. Agnes can be spoken to through the glass hatches. If photocopying is sent over to the black and white printer Agnes will pass it out through the glass hatch or will drop it to the classroom.	Y	All staff
	Staffroom	N	H	Social distancing	The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing. Staff to use their own utensils as much as possible. Bring into school and bring home. Maximum numbers in the staffroom - 6 people Staff to ensure that their own area has been cleaned up after use using the cleaning products provided. Staff to maintain social distancing while using the microwave/hot water. Staff to sanitise before and after using any items.	Y	All staff
	Substitute Teachers/ SNAs	N	H	Not knowing procedures being	All substitute teachers and SNAs will be given a copy of the school's response plan and will be required to complete a Return to the Workplace	Y	Principal/Deputy Principal

				followed in school	form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.		
	Isolation Area/ Suspected case of Covid 19	N	H	Not knowing what to do	All staff to familiarise themselves with the procedure for dealing with a suspected case of Covid 19	Y	All Staff

Ratification and Communication

The Board of Management ratified this Risk Assessment at its meeting on Thursday 10th September. Copies of this Risk Assessment will be circulated and communicated to all members of staff, parents and guardians. This will also be published on the school website.

Signed: 
Chairperson Board of Management

Dated: 10 - 9 - 2020