Risk Assessment Monastery School August 2021

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| Who may be affected? | Identified risks | Risk communication, Education and Training Controls | Risk Rating with Controls | Action Implementation |
| **Staff**  **Pupils** | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:   * 60 years of age and over * have under-lying medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer * pregnant women   Known effects of the coronavirus:   * A fever (high temperature of 37.5 degrees Celsius or above) * A cough - this can be any kind of cough, not just a dry cough * Shortness of breath or breathing difficulties * Loss of sense of smell * Loss of sense of taste or distortion of sense of taste * Asymptomatic infection * Death | 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 and pupils in re-opening and modifying the work arrangements within the school.  The Lead Worker Representative and the ISM team will be consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and staff and parents will be informed about the measures being introduced.  The Board of Management will:   * Revise the school covid-19 policy statement * Ensure that all staff receive necessary induction training prior to returning to work * Ensure all staff receive the Return to Work form * Reappoint a Lead Worker Representative * Provide signage to increase awareness of Covid-19 among staff and pupils * Engage with the ISM team, the lead worker representative and the 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 and PPE * Provide specific training in the proper use of PPE for staff, where required * The health and safety risk assessment will be updated | Negligible | Board of Management Principal  Staff  Lead Worker Rep |
|  |  | Hygiene Controls |  |  |
| All staff  Pupils  Visitors  Contractors  Public |  | The BoM will ensure that all staff and pupils can wash their hands regularly. Three sinks are available in each classroom. Hot water is available in the  staffroom. Hand sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school at entrances, exits and in all classrooms.  Sinks are available in the main yard area for handwashing .  Staff and pupils should wash their hands properly and often: Hands should be washed:   * + After coughing or sneezing   + Before  eating or preparing food   + Before and after using protective gloves   + When arriving and leaving the school premises   + After toilet use   Pupils will sanitise their hands on entering the building in the morning, after break and lunch and at regular times throughout the day.   * Cover their mouth and nose with 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 * SETs to collect and return all pupils from their classrooms and will open and close all door for pupils * Procedure in place for SNAs & class teachers to open all classroom doors and external doors before school begins, at break and lunch time and at dismissal time * Designated pupils will open and close all windows and blinds in classrooms. * Teachers will open and close all doors and will turn on and off light switches. * Class teachers upstairs will clean the bannister as they follow they class down at break, lunch and dismissal time...etc   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.  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 38 degrees or above) * Cough * Shortness of breath * Breathing difficulties   Any Staff Member displaying symptoms must self-isolate and follow the current medical advice.  Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must follow current medical guidance.  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  Staff can follow <https://www2.hse.ie/coronavirus/> for regular updates or can contact HSELive for advice on **1850 241850**  The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). * Appropriate social distancing markings are in place where necessary * Necessary PPE is available to staff * Standard cleaning and maintenance regimes are put in place * Rooms are well ventilated (windows and doors may be open) * Air vents are checked and in working order. * Carbon dioxide monitors are in use around the school. * Toilet facilities are cleaned regularly * All water fountains in the yard will continue to be shut down. * Equipment sharing is minimised. Staff are encouraged not to share equipment and resources as much as possible. * 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) * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment are cleaned and disinfected between use. * iPads to be covered with a polypocket * There is staggered use of the staffroom and other communal facilities. * A second staffroom area has been set up for use. * 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 regularly throughout and at the end of each day. * Cleaning staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands afterwards. | Requires monitoring | Board of Management Principal  Staff  Visitors |
|  |  | Social Distancing Controls |  |  |
| All staff  Pupils  Visitors  Contractors  Public |  | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Management will ensure that:   * all persons will adhere to relevant social distancing rules in relation to entering/exiting the school and while working in the school  . * physical spacing for staff (2 metres apart currently) for common spaces, such as staffroom areas, corridors, meeting areas where congregation or queuing of staff or visitors might occur * Break times will be staggered and school supervision procedures must be strictly adhered to (see response plan for more detail) * The use of a room for detention will continue to be suspended. * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) * Meetings of staff will take place with social distancing measures in place ie smaller groups or via Zoom or in a large well ventilated area. * There is currently a strict no handshaking policy in place within the school * All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible * Unnecessary clutter will be removed from each classroom. * Timetabling of SEN classes to be amended * Staff to restrict pupil movement around the classroom/school as much as possible * Coats to be hung on the back of chairs to avoid congestion at the back of the classrooms   **Pupils - Where 1 metre distance between pupils cannot be maintained, classroom layouts will be organised into pods. There will be at least a 1 metre distance between pods. The interaction of staff/visitors will be minimised. Class bubbles will not mix with each other. The sharing of educational material between pods should be avoided as much as possible**  Requirements for staff working within 2 metres of each others and/or pupils :   * PPE is present in line with the approved public health advice e.g. masks | Requires monitoring | Board of Management Principal  Staff  Visitors |
|  |  | Cleaning Controls |  |  |
| Staff especially cleaning staff |  | All cleaning will be undertaken in line with DES and public health guidance.   * The school will cleaned before reopening. * Cleaning staff will revise induction training, provided by the DES * Cleaning staff will continue to implement the new cleaning arrangements for the school. * Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. A plastic box will continue to be used by staff to store their personal items. Staff are advised to clean personal items that they 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 * After each SEN group/individual the SET teacher will use sprays and cloths to wipe down desks and door handles * Sufficient cleaning materials and PPE will be available to allow for increased cleaning * Cleaning staff will continue to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves * System in place for the disposal of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection * System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use * System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use * Clutter on teacher’s desks, around laptops, on windowsills and on pupil desks to be minimised as much as possible | Requires monitoring | Board of Management  Principal  Staff |
|  |  | Office Area Controls |  |  |
| Staff  Pupils |  | * A Perspex screen will continue to be in use at the office for the secretary. * Pupils, visitors and staff must speak to the secretary from the perspex screen * All parents/visitors must sign the contact tracing log. * A drop box will be placed at the front door for forgotten items to reduce the number of parents entering the school building. * Access to the principal’s office is to be managed to facilitate the maintenance of physical distancing. * The secretary and Principal will be responsible for cleaning their personal office spaces. * The secretary’s movement around the school will be kept to a minimum and for essential purposes. | Requires monitoring | Board of Management Principal  Secretary |
|  |  | Use of PPE controls |  |  |
| staff |  | * **Teachers and staff will continue to wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained .** * In certain situations the use of clear visors may be considered, for example staff interacting with students with hearing difficulties or learning difficulties. * 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. * PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. * 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**](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html) * Face masks and visors will be provided to all staff. * 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. * Face coverings are not required to be worn by children under 13 years. | Requires monitoring | Board of Management Principal  Staff |
|  |  | Handling books and other resources controls |  |  |
| Staff  Secretary  pupils |  | * Class teachers will keep copies needed to a minimum.. * A class -based system for managing the use of textbooks on a daily basis will be implemented by the class teacher.. These procedures will be subject to review on an on-going basis. * Any library books or other items (resource packs…etc) being returned to the school should be quarantined for 72 hours. Following the quarantine period the items may be cleaned. | Requires monitoring | Board of Management Principal  Staff |
|  |  | Resources controls |  |  |
| **All staff**  **Pupils** |  | * 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 resources and equipment as far as is reasonably practicable * Cleaning material will be available so that all resources and equipment can be wiped down with disinfectant between each  use. * Pupils to use their own materials/resources only, where possible–No sharing of personal items -glue sticks, ruler, colours…etc | Requires monitoring | Board of Management  Principal  Staff |
|  |  | Dealing with a suspected case of Covid-19  controls |  |  |
| Staff  Pupils  Visitors  Contractors |  | **The Board of Management*:***   * Has a designated isolation area available within the school building. The designated area and the route to the designated area are easily accessible. The possibility of having more than one person displaying signs of Covid-19 has been considered so an additional isolation area is available. The designated areas have the ability to isolate the person behind a closed door and away from other pupils and staff.   **If a pupil/staff member displays symptoms of Covid-19 the following procedures are to be implemented**:   * Isolate the pupil/staff member 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 pupil/staff member 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 pupil/staff member 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. * If the pupil is well enough to go home, the Principal or SET will 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 * Facilitate the pupil/staff member presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them by calling their doctor if necessary. They should avoid touching people, surfaces and objects. Advice should be given to the pupil/staff member 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 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. (Yellow procedure forms to be completed and handed to the LWR) * LWR to arrange for appropriate cleaning of the isolation area . * Class teacher to sanitise the work areas if it involves a pupil. | Requires monitoring | Board of Management  Principal  Lead Work Representative  Staff |
|  |  | Covid-19 cleaning controls |  |  |
| Staff  Pupils  Visitors |  | All cleaning will be undertaken in line with DES and public health guidance.     * 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. * 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, 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. | Requires monitoring | Board of Management  Principal  Lead Worker Rep  Cleaning staff |
|  |  | **Travel to and from work controls** |  |  |
| Staff |  | Where a staff member exhibits any signs of Covid-19 they should   * self- isolate at home and contact their GP for further advice. * Follow the HSE guidance if they are a close conact.   Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.  If availing of public transport, sit down to minimise contact with frequently touched surfaces,  handles,roofstraps,isolation bars, etc.  Wear a face mask and carry hand sanitizer (at least 60% alcohol) and use it regularly throughout your journey. | Requires monitoring | All Staff |
|  |  | **Dropping off and picking up of pupils controls** |  |  |
| Staff  Pupils  Parents/guardians  Wider Community |  | Arrangements for dropping off and picking up pupils from the school facility will continue to be organised to maintain, as far as is reasonably practicable, a safe social distance between pupils, parents/guardians and all school staff. (see Monastery School Logistics Plan for details). This will be reviewed regularly and amended as necessary.  Pupils will walk immediately to their classroom via their assigned gate/door and sit in their assigned pod. (see Logistics plan for details)  Parents/guardians will continue to be encouraged to wait in the car outside of the school and not to congregate at the school gates.  Markings will be painted outside the railings on the footbath for pupils to social distance from each other in the morning.  Markings will be painted outside the front door to allow for social distancing of pupils who are waiting to be collected at dismissal time. | Requires monitoring | Board of Management  Principal  Staff |
|  |  | **Visitors to school controls** |  |  |
| Staff  Pupils  Wider Community |  | The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.  Visits to the school will continue to be severely restricted and for essential purposes only. Visitors will be asked to:   * Make a prior appointment before visiting the school * Remain at home if they have any Covid-19 symptoms * Follow the agreed Covid-19 protocols for the school * Sanitise before entering the premises * Present themselves to the office on arrival * Contact tracing log to be signed on entry to the building – * Wear face covering * Adhere to social distancing requirements * Not to delay – complete their business and leave premises | Requires monitoring | Board of Management  Principal  Lead Worker Rep |
|  |  | **Management of deliveries and supplies to school controls** |  |  |
| Staff  Pupils  Drivers  Wider Community |  | * Ensure that all delivery transactions comply with physical distancing requirements * Agree a delivery protocol with suppliers e.g sign the contact tracing log at the fornt hall. * All deliveries to be planned with allocated times for collections and deliveries * An agreed protocol will continue to be agreed with our breakfast club suppliers. * Arrangements to be made for paperless deliveries , if possible * Appropriate sanitising arrangements will continue to be in use at access and exit points. | Requires monitoring | Board of Management  Principal  Staff  Delivery personnel |
|  |  |  |  |  |
| Pupils  Parent(s)  Teachers |  | 30/08/2021 The outside toilet block will continue to be closed down.  30/08/21 A list pupils in each pod to be sent to the office by the class teacher.  September New covers to be purchased for the I-pads.  30/08 2021 LWR AND Deputy LWR reappointed at staff meeting.  30/08/2021 LWR will remind staff of protocols.  30/08 2021 Staff to discuss rotas for sharing of equipment .  September 2021 External coach reintroduced with protocols.  September 2021 External Music Teacher reintroduced with protocols in place for social distancing and management of equipment.  September 2021 Carbon dioxide monitors will be installed when delivered. |  | Principal  Lead Worker Rep  Staff |

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 reviewed by The Board of Management at a meeting on the 19th August 2020 Signed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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