Risk Assessment –St Oliver’s National School Clonmel.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD** | **RISK RATING** | **RISK** | **CONTROL MEASURES** | **PERSONNEL RESPONSIBLE** |
| Covid-19 | High | Spread of Covid 19 VirusIllness  | * 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 in mail
* Risk Assessment and Logistics Plan
* Use of PPE as recommended by DES
* Isolation room set up in school
 | BOMPrincipalLWRDLWRAll Staff |
| School Arrival Time | High | * 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
* Breakfast Club
 | * School will open from 8.50am-9.10am
* No Parents permitted on site
* Designated colour coded entry points to the building for each group
* Staff available to direct pupils and supervise classrooms from 8.50am(volunteer basis)
* All teaches on duty from 8.55am
* Principal/HSCL to meet late arrivals
* Encourage handwashing prior to school
* Sanitise in classroom
* Breakfast Club will be suspended for the foreseeable future.
 | ParentsPupilsPrincipalClass TeachersSETsSNAsHSCL |
| Dismissal | High | * 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
 | * Teachers to ensure hallway is free before leaving classroom.
* Designated colour coded exit points for each group
* Staff available to direct pupils
* Parents not permitted in school building
* Children on bus in bubbles supervised by available teachers
* Sanitise on exit
* Homework Club will be suspended for the foreseeable future-until further planning/supervision is possible.
* Parents are asked not to congregate in groups at the school gate and to collect children promptly.
 | ParentsPupilsPrincipalClass TeachersSETsSNAsHSCL  |
| Mainstream Classrooms | High | * Size of rooms (smaller than DES templates)
* Pupils moving around room
* Pupils sharing resources
* Using toilets
* Corrections/marking books
* Storage of books
* Pupils without resources
 | * Each class is its own bubble and pods/groups set up within the group.
* Assigned seating/Pods
* Additional furniture removed where possible
* Assigned coat hooks
* Restrict sharing of resources - pupils use own resources where possible
* Book Rental-each child will have all their own books. Books will not need to be handed out. One writing copy for the month of September and one Maths copy for the month of September will be used.
* Teachers will restrict pupil movement around the room
* Use of visors/face coverings available
* Teachers to sanitise hands regularly if correcting/marking books and copies, stamps – seen by teacher/self-assessment stamps, children marking own supervised by teacher will be used where possible.
* Children to sanitise hands before and after using toilets in classrooms
* Homework – no written homework for September-spellings/tables e.g. acts of kindness, physical exercise homework to be given, review in October. Lokk at Digital options.
* Pencil case to stay at school
* Teachers to have a few individual sets of resources (spare pencil case etc)for loan (not to be shared between pupils)
 | Class TeachersSETsSNAsPupils |
| Senior Infant Class  | High | * Joining two Junior Infant classes due to losing a teacher
* Infant numbers too high for safety purposes and supervision.
 | * Deemed necessary by the B.O.M to use S.E.T teacher and use empty classroom available across the corridor
* Provide safer bubbles for children to work in
* Facilitate safer play and supervision at lunch time and on wet indoor days.
 | B.OM PrincipalTeachers |
| SET Rooms | High | * Size of rooms
* Physical distancing
* Shared use of materials/resources
* Different groups of children
 | * SETs to work within specified bubbles/Classes
* Groups of children to 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.
* Visors and face coverings available
* Additional furniture removed where possible
* Restrict sharing of materials/resources – pupil’s resources stored in labelled boxes.
* Shared resources wiped down/cleaned after use
* Wipe down tables and door handles after each group
* Sanitise on exiting room.
 | SETsPupils |
| Breaks (outside) | High | * Having enough secure outside space
* Pupils not staying in bubbles
* Exit and entry points between building and yard
* Use of toilets while outside
* Administering first aid
* Use of shared equipment on yard
 | * Staggered breaks for each group
* Designated play areas for each class bubble
* Assigned entry and exit points
* Toilets – not in use while outside-where possible.
* First aid to be administered supervising adult-PPE to be used.
* Lunch time reduced form 45 minutes to 30 minutes to allow for increased supervision.
* Ice Packs-Single use Ice Packs to be sourced and trialled
 | Teacher on dutySNAsSecretary |
| Breaks (inside) | High | * Opening of lunches, bottles, cartons, packets, etc.
* Rainy Days
 | * Parents requested to ensure children can manage their own lunch independently where possible (i.e. own spoon, able to open cartons, packets, etc.)
* School lunches to be discussed
* Usual Wet Break protocols will apply
 | ParentsClass TeachersSETsSNAs |
| Toilets | High | * Pupils not washing hands
* Different classes using same toilets
* Staff using same toilets
 | * Lessons on hand hygiene and use of toilets
* Bins and Soap and paper towels in cubicles
* Hand sanitise before and after
* Extra toilets made available for staff use-in new staff room and old staffroom area.
* Sanitise on Entry
 | Class TeachersSETsSNAs |
| Staff Room | Medium | * 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
 | * Staggered breaks
* Breakfast Club room used to maximise space
* Detailed breakdown of staff room usage-Maximum Capacity displayed on the door.
* Additional furniture removed
* Clean down own table area after use
* Bring and use own cutlery, Delph, cups, etc.
* Move 2nd microwave away from 1st microwave and fridge
* Maintain distancing while using sink/hot water
* Practice hand hygiene on entering and exiting the staffroom.
* Social Distancing within the Staffroom as per Guidelines.
 | All Staff |
| Office, Printing, Photocopying | High | * Secretary dealing with parents/visitors
* Increased movement around the school
* Size of office room
* Multiple users of equipment
 | * Intercom system to be used for any conversation with parents.
* Individual envelopes with sign out slip inside-Kay to fill in book each evening.
* Parents/Visitors only by prior appointment
* Children not to be sent on messages to office – Plastic Document Holders at each door for drop off and collection of shop orders, lunch orders (To Be Finalised) Photocopying to be sent to office with prior notice-copies will be delivered into holder at the door.
* One teacher at photocopier at the time-clean down after use.
* Kay and Rachel-to keep photocopier sanitised after their own usage
* Teacher wipe down by user after each use
 | Kay/RacherClass TeachersSETsSNAsHSCLPrincipal |
| Movement around school | High/Medium | * Children and staff from different bubbles/groups mixing
 | * Minimise non-essential movement
* Specific routes marked out for each group
* Arrows outlining direction of movement
* One-way system where possible
 | All staffPupils |
| Whole School shared resources | High/Medium | * Sharing of resources, equipment and devicesICT
* Lack of human resources to clean between use
 | * Block booking systems in place to reduce cleaning required-needs further thought
* Each child uses same resource, equipment device during the block booking time
* All to sanitise hands before and after use
* Resources, equipment, devices to be returned appropriately and cleaned and ready for next block booking
* Sign in/out sheet
* Time between bookings 72 hrs where possible.
 | All staff |
| Aistear | High | * Multiple groups needing to use the Aistear Room
* Sharing materials, toys, equipment
* Children moving from station to station
* Cleaning of materials
 | * Aistear to take place in classrooms
* 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, dress up etc not to be used
 | Class TeachersSNAs |
| PE | High/Medium | * Different groups using the hall
* Sharing of equipment
* Social distancing
* External coaches coming in and mixing between classes
* Hall rental
 | * All 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
* Cleaning schedule of P.E equipment/72 hour spacing for usage.
* Equipment divided between each group
* One-way system to enter/exit hall
* Cancel all external coaches until further notice then to be reviewed
 | All staff |
| Breakfast and Homework Club | High | * Children from different bubbles attending
* Shared use of cutlery, Delph, etc.
* Social Distancing issues
* Supervision issues
* Cleaning of rooms after class times and prior to Homework club
 | * Breakfast Club to be suspended until further notice-possibility of packs given to children to eat at small break to replace this club
* Homework Suspended until further notice
 |  |