

Carrakennedy National School Risk Assessment to minimise the risk of being exposed to Covid-19



Carrakennedy
National
School

Carrakennedy N.S. have identified the following risks and have put appropriate control measures in place to address the risk of transmission of Covid-19.

School Activity:	Risks Identified	Control Measures:
<p>1. Daily Arrival of Students</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained by those arriving ➤ Risk of transmission of virus on hands after contact with contaminated surfaces 	<p><u>Arrival Protocols:</u></p> <ul style="list-style-type: none"> ✓ Children will arrive to school between 9.20am and 9.25am ✓ Please encourage your child to maintain a 2m distance where possible ✓ Junior room pupils will access the school through the staff gate and will enter the school through the PE hall door. ✓ Senior room pupils will access the school via the swing gates and will enter the school through the main door. ✓ Children will hang up their coats on their hanger and will proceed directly to their classroom, maintaining social distancing. ✓ All children will sanitise their hands upon entering the classroom at the sanitising station and will then sit down at their desk. ✓ Staff will supervise the arrival of pupils and hand sanitising. ✓ Parents are not permitted beyond the school gates during this time. ✓ <i>These routines are all new and we will spend the first week teaching them to the children. We will monitor the effectiveness of the new morning routine and changes will be made if necessary.</i>

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2.Classroom Environment	<ul style="list-style-type: none">➤ Risk of social distancing not being maintained within the room➤ Risk of transmission of virus via hands touching common areas➤ Risk of transmission of virus through coughing and sneezing in close proximity <p>Risk of transmission of virus through airborne particles</p>	<p><u>Handwashing/Sanitizing Protocols:</u></p> <ul style="list-style-type: none">✓ Teachers to teach correct hand washing procedures & hand sanitizing routines within the classroom during first week of school.✓ Handwashing/sanitizing needs to occur at the following times:<ul style="list-style-type: none">▪ when arriving/leaving the school▪ when going out to and returning from yard▪ after using the toilet▪ after coughing or sneezing▪ before and after eating food▪ where hands are visibly dirty▪ before and after wearing gloves (staff)▪ after touching potentially contaminated surfaces▪ if in contact with someone displaying any COVID-19 symptoms✓ Signs and posters reminding students and staff to wash/sanitize their hands will be displayed around the school <p><u>Physical distancing controls</u></p> <ul style="list-style-type: none">✓ A class is termed a 'bubble'. Pods are created within the class bubbles as an additional measure to manage physical distancing. Children must stay in their pods and avoid contact with other pods when in the classroom, in so far as is feasibly possible.✓ Each pod is separated by at least 1metre. Classrooms have been reconfigured to maximise space. The teacher's desk is 1-2m away from students' desks.✓ Teachers must limit the movement of students around the classroom✓ Children are not permitted to share items such as pencils, rubbers, rulers, glue sticks, scissors etc. We have ordered a desk caddy and classroom supplies for each child. These will be kept in school on the children's desks.
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		<ul style="list-style-type: none">✓ Social contact; such as hugs, linking of arms, holding hands, shaking hands are discouraged for now in order to decrease interaction✓ Teachers will set up a range of controls around handling textbooks, copies, shared equipment in each individual class✓ Signage around the school will remind everyone to stay 2 metres apart and to avoid physical contact <p><u>Lining Up Procedure</u></p> <ul style="list-style-type: none">✓ Children will line up in their pods. <p><u>Respiratory Etiquette</u></p> <ul style="list-style-type: none">✓ Teachers to teach lessons on proper respiratory etiquette.✓ Children must take great care with coughing and sneezing, particularly when seated in their pods in the classroom. They are asked to cough/sneeze into their elbow. They can then go and wash their hands and use an anti-bacterial wipe to wipe down their desk if necessary.✓ Rooms will be kept ventilated throughout the day <p>Signage around the school will remind everyone to practice effective respiratory etiquette</p> <p><u>Enhanced cleaning regimes</u></p> <ul style="list-style-type: none">✓ Our school is cleaned on a daily basis and this will continue.✓ We have purchased two Top Ozone sanitising units. These will be turned on daily once the building has been cleaned. These machines convert the Oxygen in the air into Ozone. The resultant ozone gas will clear the area of pathogens and will destroy viruses. This is a safe way of thoroughly sanitising the school on a daily basis.✓ During the day, teachers and pupils will maintain their workspaces.
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		<ul style="list-style-type: none"> ✓ Desks and chairs will be cleaned down daily ✓ Common touch areas (door handles and taps) will be wiped down daily ✓ Shared equipment (PE Equipment, maths resources, toys etc.) will be cleaned in a systematic way ✓ All rubbish must be disposed of in the appropriate bins provided. <p><u>Teacher PPE</u> Staff members should wear face coverings in the following situations:</p> <ul style="list-style-type: none"> ✓ When physical distancing is not possible (Visor + face mask if required) ✓ If there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets when support teaching (Visor) ✓ Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in the very high risk groups, or may be living with those who are in the very high risk category.
<p>3. Learning Support Rooms</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained ➤ Risk of transmission of virus via hands, desks, chairs, resources ➤ Risk of transmission of virus through coughing and sneezing in close proximity ➤ Risk of transmission of virus through airborne particles 	<p>In keeping with our Special Education Teaching (SET) policy, special education teaching will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to minimise the movement of SET teachers between bubbles as much as possible.</p> <ul style="list-style-type: none"> ✓ Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another. ✓ Where children receive small group/individual support in the support room, social distancing of 1 metre will be maintained between each child in the group. ✓ The tables and chairs in the support room will be wiped clean in between different groups attending.

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<p>4.Break time for students</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained at entrances and exits ➤ Risk of students congregating in groups and mixing with other classes on the yard ➤ Risk of transmission of virus if sharing footballs, basketballs, skipping ropes 	<ul style="list-style-type: none"> ✓ Children will sanitize/wash hands (by Pod) before leaving the classroom and when re-entering the classroom ✓ Classes will exit through their designated door ✓ Each class must play within their designated areas and not mix with other class groupings ✓ Children will have access to their own designated yard equipment which will be stored in baskets in the PE Hall. This equipment will be cleaned regularly. ✓ Once the bell has sounded for the end of break, children will freeze and will then walk to their designated line up area before re-entering the school building in pods. ✓ The administration of First Aid will continue as normal during break time. Staff administering First Aid must wear a mask/visor and gloves.
<p>5.Daily Dismissal of Students</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained when leaving the school ➤ Risk of transmission of virus from school to home (on hands, lunch boxes, pencil cases, clothes) 	<p><u>Dismissal Protocols:</u></p> <ul style="list-style-type: none"> ✓ Children will sanitize/wash their hands before leaving school ✓ As per normal homework items will be packed in a zip locked mesh folder, which can be wiped down before coming into contact with surfaces at home ✓ Children will line up for dismissal, pod by pod ✓ Junior children will exit via the staff gate and senior children will exit via the swing gates. ✓ We would ask parents and children to avoid congregating at the school gate and to remember to maintain a physical distance of 2metres if possible.

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<p>6. Use of toilets</p>	<ul style="list-style-type: none"> ➤ Risk of spread of transmission of virus through shared use of toilets and sinks (different classes using shared toilets) ➤ Risk of transmission via hands touching contaminated surfaces ➤ Risk of social distancing not being maintained in shared toilets 	<ul style="list-style-type: none"> ✓ Children can use the toilet as per normal. ✓ Effective hand washing must be done following toilet use. Signage and posters will be displayed at all sinks, reminding children to wash their hands ✓ Toilets will be checked and cleaned daily ✓ All sinks and taps will be cleaned daily ✓ Door handles in toilets will be cleaned daily
<p>7. Teaching activities in our spare classroom</p>	<ul style="list-style-type: none"> ➤ Risk of transmission of virus by touching common surfaces enroute to the room ➤ Risk of coming into contact with students from other bubbles when moving through the corridor ➤ Risk of transmission from sharing Aistear toys & art equipment 	<ul style="list-style-type: none"> ✓ Teachers will teach children how to navigate their way around the school in a safe and orderly way, keeping to the left of the hallway without touching the walls. ✓ Children will line up in their Pods and will sanitise their hands upon entering the spare classroom. ✓ Tables and counters will be wiped down at the end of the session ✓ Children will be supported by staff when managing Aistear play ✓ Staff will manage the effective cleaning of Aistear resources and art equipment.

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<p>8. Administration of First Aid</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained when administering first aid ➤ Risk of spread of respiratory droplets if child is upset 	<ul style="list-style-type: none"> ✓ Staff member must wear PPE when administering first aid to students – gloves, visor/face mask ✓ Hands to be sanitized before any contact between First Aider and child ✓ Injured children must sit 2 metres apart while receiving First Aid treatment in the reception area ✓ The reception area must be ventilated when used as First Aid Station ✓ First Aider must bag up all used tissues, paper towels etc. and dispose directly after break.
<p>9. Staff breaks</p>	<ul style="list-style-type: none"> ➤ Risk of social distancing not being maintained in staffroom ➤ Risk of transmission through common touch surfaces 	<ul style="list-style-type: none"> ✓ Access to the staffroom is limited to 4 people ✓ Staff will take staggered breaks, in small groups ✓ Staff will wash/sanitise hands upon entering the staffroom. ✓ Face coverings must be worn if physical distance cannot be maintained ✓ Shared appliances such as kettle, microwave, fridge and the dishwasher should be wiped down with wipes/cloth following use ✓ Wipe down table and counter top after use ✓ Each staff member has been provided with their own cutlery and cup and are responsible for ensuring that they are cleaned each day ✓ Utensils can be cleaned together in the dishwasher in a hot wash (at least 60 degrees) ✓ Staff members should sit at least 2 metres apart while on break ✓ Staffroom windows should be opened for ventilation.

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<p>10. Suspected case of Covid-19</p>	<p>➤ Risk of transmission of Covid-19 within school building</p>	<p><u>Implement Suspected Case Procedure</u></p> <ul style="list-style-type: none"> ✓ If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately; ✓ Isolate the person and accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times; ✓ If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. ✓ 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/be brought home by parents who will 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 provided when they cough or sneeze and put the tissue in the waste bag provided; ✓ 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; ✓ Advise the parent/guardian on the next steps- ringing their GP to assess for a Covid test, communicating with the school the outcome of the GP consultation. ✓ 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 and recovery; ✓ Arrange for appropriate cleaning of the isolation area and work areas involved; ✓ The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times; ✓ Pupils must isolate at home if waiting for a test or the outcome of a test and can only return to school once the school has confirmation of a negative test or certification from the GP that the child can safely return to school.
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11. Visitors to the school	<ul style="list-style-type: none">➤ Risk of transmission of virus into the school building➤ Risk of social distancing not being maintained➤ Risk of transmission by touching common touch surfaces at reception	<ul style="list-style-type: none">✓ Access to the school will be restricted to essential purposes only✓ Access inside the building must be controlled in order to minimise the risk of Covid-19 entering the building✓ Visitors can only enter the building, if they have prior approval/agreed appointment time, at a specific contact point✓ Essential visits by parents, contractors, DoES Inspectorate must be arranged so that the school secretary can implement new Visitor protocols✓ A detailed sign in/sign out log of everyone entering the building must be maintained – Contact Tracing Log✓ School secretary will oversee daily roll call of pupils and note absences for contact tracing purposes✓ School secretary (Bernadette) will manage the visitor contact log book and visitor protocol.✓ Visitors are asked to wear a mask when arriving at the front door✓ Ring the bell outside the front door to alert secretary or another staff member✓ School secretary or another staff member will open the front door✓ School secretary will ask the visitor to sanitize hands immediately and remind them that a mask has to be worn, if not already wearing one✓ Visitor must stand in designated area while Contact Log is filled out✓ School secretary can ask visitor to sit in seating provided at the front door while notifying Principal/teacher of arrival✓ School secretary responsible for follow up cleaning of the contact point (wipe down/isolate pen, counter top, chair)✓ The Contact Log is school data and must be processed in compliance with the GDPR and Data Protection Acts.
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12. Implementation of Covid-19 Response Plan	<ul style="list-style-type: none">➤ Risk of virus not being minimised and managed➤ Risk of staff and pupils not understanding and following the daily protocols	<ul style="list-style-type: none">✓ School management and Covid-19 Response Team will continue to promote awareness of Covid-19 symptoms✓ The Lead Worker Representative (LWR) and Deputy LWR are appointed and will liaise with staff members regarding any concerns/observations in relation to Covid-19 and report them to the Principal✓ All staff will undertake and complete Covid-19 Induction Training prior to the start of the school year. The training will cover the following:<ul style="list-style-type: none">▪ Latest up to date advice and guidance on public health▪ Covid-19 symptoms▪ What to do if a staff member or pupil develops symptoms of Covid-19 while at school▪ Outline of the Covid-19 response plan✓ Supplementary induction training will also be provided on enhanced cleaning regimes✓ A national information campaign to support parents and pupils will be conducted prior to reopening✓ Curricular time will be allocated to teaching all the health and safety protocols to children in all classes✓ Advise staff and pupils that have symptoms not to attend school, to phone their doctor and follow HSE guidance on self-isolation✓ Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with Covid-19 and to follow HSE advice on restricting movement✓ Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly✓ Ensure that the staff and pupils know the protocol for managing a suspected case of Covid-19 in school✓ Everyone entering the school building needs to perform hand hygiene with hand sanitiser✓ Visitors to the school should be by prior arrangement and should be received at a specific contact point✓ Physical distancing (of 2m) should be maintained between staff and visitors where possible.
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