

# **Covid-19 Risk Assessment**

**August 2021**

**Scoil Cholmcille**

**Mount Hanover**

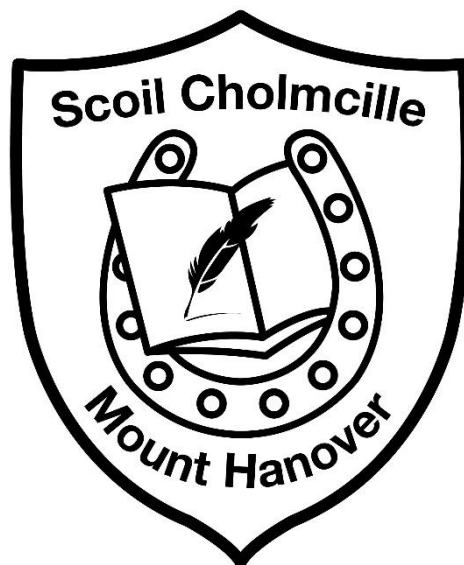
**Duleek**

**Co. Meath**

**A92 TC99**

**[mounthanoverns@gmail.com](mailto:mounthanoverns@gmail.com)**

**<http://mounthanover.scoilnet.ie/blog/>**



## COVID-19 Policy Statement

**Scoil Cholmcille, Mount Hanover** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Lead Worker Representative: Kate Leddy

Deputy Lead Worker Representative: Mary Clayton

**Signed:** *L. O'Loughlin* (Principal)

**Date:** 19/08/2021

## Risk Assessment

	Event	Likelihood of event occurring	Impact on school	Response Plan	Who?
1.	High levels of staff absenteeism  <i>(EPV days 1<sup>st</sup> Day substitutable only)</i>	High	Shortage of substitute teachers	<p>Prioritise mainstream classes for all non-substitutable absences &amp; occasions where a substitute teacher cannot be sourced</p> <p>In the event of a teacher being absent &amp; a substitute teacher cannot be sourced, the SEN teacher teaches the class.</p> <p>In the event of 2 or more teachers being absent, parents will be informed that a substitute couldn't be sourced and the class will remain at home for the day.</p> <p>In the event of a non-substitutable absence, the class teacher is required to prepare and leave work for the SEN teacher.</p>	L O'Loughlin
2.	Supervision on Yard	High	Each class needs to be kept within their own bubble	<p>There will be two morning breaks and two lunch breaks to reduce the number of children on yard.</p> <p>In order to ensure that each staff member receives an adequate break each day, there will be two 20 minute breaks.</p> <p>Yards are assigned to each class and will remain assigned for the duration of a school term.</p> <p><i>For further information please see logistics plan.</i></p>	All Staff SNA
3.	Lack of Staff Facilities	High	The current staffroom is less than 2 metres wide and will not facilitate any form of social distancing	<p>Staff will be required to take their break in their own classroom or socially distanced from teachers in another classroom.</p> <p>Staff will be required to use carry cups with lids in order to ensure safety.</p>	All staff

				SNA's may use the staffroom as no other room is available for their break. Staff to wipe down any equipment they use in the staff room (kettle, microwave, dish washer etc.)	
4.	Monitoring Toilets for children	High	1 <sup>st</sup> /2 <sup>nd</sup> Class do not have toilets in their classroom	Only one child will be allowed go to the toilet from each class at any given time. All children will use the sanitizer provided on returning to class.	All staff
5.	How will SEN teaching work?	High	Team teaching Withdrawal Lack of up to date assessment information Teachers & Parents requests for additional support Testing	The SEN teacher will follow best practice when working with the children. A distance of 1 m will be maintained between the children who are withdrawn from the classroom. Team Teaching: teachers will wear face coverings and maintain a distance of 2m from one another. Hands are to be sanitised upon entry and upon exit from the classroom. Any materials used will be cleaned and sanitised.	All staff
6.	Parents/Visitors to the school	High	Parents & visitors arrive intermittently	Limit access to the school for all adults. Access by prior appointment only and all visitors are required to phone before entering the school. Sign in/sign out protocol – contact tracing protocol One-way system for access to the office No access to classrooms for visitors and parents.	Secretary L O'Loughlin
7	Staff Sign-in	High	Difficulties with contact tracing	In order to ensure that we have accurate and easily accessible records of attendance each day, substitute teachers/staff members will be required to sign in and provide contact details.	All Staff

8	Money Collections	High	High movement of children and staff within the school Increased adults entering the school	All parents will be encouraged to make payments online.	Parents
9	Arrival at school	High	Social distancing not possible on school yard with existing arrangements	Parents are asked to drop and go from 8.50 am. The children are to proceed directly to their classrooms via the side door where they will be supervised by their teacher. Children will remain seated whilst in their classrooms. The buses will stagger their arrival. On entry to the school, children will go directly to their classroom where they will be supervised by their teacher. Any children arriving before 8:50 must remain in their cars supervised by their parent/minder.	Parents Parents Association All Staff
10	Children arriving by bus	High	Social distancing Public transport	Children arriving by bus will be treated as a bubble. Children on the bus will be released from class earlier than other children to maintain them within their bubble. We ask that parents facilitate the departure of the school bus first as this will prevent congestion at the school gate.	Parents All Staff
11	New Junior Infants	High	High anxiety	Parents are asked to drop their children at the school gate from 8.50 am. They are permitted to watch their child entering the school building. After this they must depart promptly. Until Friday September 10th, Junior Infants will go home at 12.00. The class teacher will walk the children to the school gate. Parents are asked to	Junior Infant Teacher Parents

				collect them from the gate 9maintaining social distancing) and are asked to depart promptly.	
12	Dismissal/ Home-time Senior Infants	High	Social distancing	School ends each day at 1.45 for Senior Infants. Class teacher will bring Infants to the school gate. Mams/Dads are asked to drive in, 'pick up and go' until 1. 55 p.m.	Senior Infant teacher Parents
13	Dismissal/Home- time 1 <sup>st</sup> to 6 <sup>th</sup> class	High	Social distancing Maintaining children within bubbles	School ends at 2.45 daily for all children. Children travelling by Pat's bus will leave at 2.35 and get on the bus straight away. Children travelling on Mick's bus will leave at 2.35 and get on the bus straight away. Children in 1 <sup>st</sup> /2 <sup>nd</sup> and their siblings will leave at 2.40 and go straight to their cars. Children in 3 <sup>rd</sup> /4 <sup>th</sup> / 5 <sup>th</sup> /6 <sup>th</sup> will leave at 2.45 and go straight to their cars. Each teacher will escort their class to the school gate in their class bubble.	All Staff
14	Meetings with teachers	High	Access to classrooms	All meetings with teachers are strictly by appointment only. For term one, all meetings will be by Zoom.	Parents All Staff
17	Tuesday 30 <sup>th</sup> August	High	Reducing anxiety Pupil wellbeing Familiarisation with new procedures	All children within each class will attend school.	Parents All Staff
18	PE	High	Sharing of school resources	Sharing of resources between classes is not permitted unless each item is sanitised before use. A timetable for use of the GP room will be drawn up and provided to staff.	All staff
19	Maths/Science Resources	High	Sharing of school resources	In advance of using resources, all items must be sanitised before use.	All staff

				A list of the school resources and their locations is to be provided to all staff.	
20	Tablets/Laptops	High	Sharing of school resources	A timetable for the use of this equipment needs to be drawn up and provided to all staff. Directions for the use and storage of the devices is required. Directions for the cleaning of the devices is also required.	M. Clayton
21	Sanitiser	High	Ensuring hand hygiene	Sanitiser is located outside each classroom and is accessible to children. Sanitiser will be located at the entrance to the school.	L O'Loughlin K. Leddy
22	Cleaning of workspaces	High	Maintaining a clean workspace and equipment	Antibacterial spray and disposable blue tissues are located within each classroom. Antibacterial wipes are also provided.	All staff
24	Homework	High	Reducing anxiety Prioritising wellbeing Avoiding carrying items from home to school	No written homework (required materials to be brought home) will be provided in September in all classes. However, oral work and revision work will be assigned. Any work assigned will be posted to the individual Class Dojo pages.	Pupils Parents All Staff
25	Cleaning	High	Ensuring appropriate cleaning is carried out	The school will be cleaned each day. Additionally the cleaner will clean the bathrooms and high touch areas during lunchtimes each school day.	L O'Loughlin
26	Keeping staff up-to-date	High	Ensuring staff are familiar with procedures and best practice guidelines	Provide staff with the guidelines Provide staff with a document outlining procedures required for personal hygiene within the class Update staff on training available and provide a record of staff training to the Principal	Worker Representatives

27	Review Health & Safety Statement	High	Ensuring safety measures are in place	Review the Health & Safety Statement and in particular the Fire Evacuation Procedures in light of social distancing requirements	All Staff
28	Review Code of Behaviour	High	Ensuring that the Code reflects new school procedures	Review the code and communicate any changes to children	All Staff
29	Designated Isolation Area	High	Prioritising the safety of individuals	The resource room has been designated as the isolation area. In the event of it being used for this purpose, all staff will be informed.	All Staff

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on \_\_\_\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management