



Our Lady's Grove Primary School

OLG Covid-19 School Response Plan 2020

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Our Lady's Grove Primary School.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills (DES) plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to children, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and children while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of Management, staff, children and parents.

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Lead Worker Representatives**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Control Measures**
- 7. Dealing with a suspected case of Covid-19**

8. Staff Duties

9. Covid-19 related absence management

10. Employee Assistance and Wellbeing Programme

The assistance and cooperation of all staff, children, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie www.dbei.ie www.hse.ie www.hpsc.ie www.hsa.ie www.education.ie

1. Our Lady's Grove Primary School Covid-19 Policy

This Covid-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. Following consultation at Management level new protocols have been put in place in line with the DES Guidelines.

The policy has been signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, children, parents and others. See Appendix 1.

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

❖ School Building

Before the re-opening of Our Lady's Grove Primary School the following have been completed:

- The water system has been cleaned and flushed out. Water samples have been tested for Legionella disease
- All school equipment and mechanical ventilation have been checked for signs of deterioration or damage
- Bin collections and other essential services have resumed
- Classrooms, Staffroom, Library and Kitchen have been reconfigured to ensure physical distancing

❖ Signage

Signage outlining the signs and symptoms of Covid-19 and to support good hand and respiratory hygiene have been displayed throughout the school as accessed through the following links:

www.Gov.ie/backtoschool

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Posters have been displayed in prominent areas such as offices, corridors, staffroom, classrooms and toilets. Additional signage has been displayed to show physical distancing measures on the yard, in the corridors and at entrances.

❖ New Safety Measures

- Sign In and Sign Out using the Contact Tracing Logbook
- Sanitisers placed at all entry points
- Wearing of face masks/visors
- Maintaining a distance of 2 metres where possible
- Practice good cough /sneeze hygiene (Use your elbow or a tissue)

❖ New Protocols

- Hand hygiene
- Staggered Arrival and Dismissal times
- Staggered Break times
- Creation of Class Pods, Class Bubbles and Staff Pods
- Strict cleaning regime
- Sharing and sanitisation of equipment in Class Bubbles
- Open windows and doors for ventilation

❖ Visitors

- Visits to the school will be by prior arrangement only
- Visitors will be greeted in school Foyer and subject to the new safety measures upon entering the school
- Visitors and staff will maintain a physical distancing of 2 metres and wear face coverings
- A Perspex screen has been installed at Reception to safeguard staff and visitors
- Meetings will be facilitated by Zoom. If necessary, Parent and Teacher may

meet face to face by appointment only. Safety measures and social distancing will be required

❖ **Arrangements for Arrival and Dismissal**

- Staggered times for Arrival and Dismissal along with Collection Points have been designated to reduce congestion
- The congregation of adults is not permitted in the vicinity of the school
- Children go straight to their classroom. There are no Assemblies
- Children will be advised to maintain 2 metres distance as much as possible
- A distance of 2 metres will be maintained between parents and guardians and between parents and guardians and the school staff
- Parents are encouraged to park further away from the school and then walk with their children to avoid congestion
- Walking/Cycling to school is encouraged

❖ **Staff**

- Staff will adhere to the new safety measures
- Staff know the symptoms, will self-isolate and contact their GP immediately if necessary
- Staff Pods and staggered breaks will allow for physical distancing between Staff members during the school day
- Staff meetings will be held remotely
- Staff will minimise gathering as school staff in workplace and socially
- Identified Staff members can rotate between Class Bubbles if deemed appropriate. This will be minimised as much as possible

❖ **Yard/Supervision**

The risk of virus transmission from contact with outside surfaces or play areas is low.

- Class Bubbles will be in operation during outdoor breaks
- Staggered break times will be in operation
- Children will sanitise and then wash hands thoroughly before and after outdoor activities

❖ **Choir/Music Performances**

- Recorder playing will not take place in the classroom until further notice
- National Children's Choir has been postponed until 2021/22

- There will not be musical performances or assemblies until further notice
- Choirs for Confirmation and Communion have been postponed until further notice
- After school Activities involving Drama, instrument playing, Debating have been postponed until further notice

❖ **Sport Activities**

See HPSC guidance on Return to Sports activities

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/sportandrecreation/>

From 1st October Afterschool Outdoor Activities will be phased in through the PA.

❖ **Shared Equipment - Books/I.T. Devices/P.E. Equipment/Art Supplies**

- Shared equipment will be cleaned between use
- Use of equipment will be limited to Class Pods
- Children will be encouraged to wash hands thoroughly before and after these activities
- The sharing of equipment will be minimal, and equipment will be cleaned thoroughly between use by different people
- Shared equipment used in the classroom can be made available again after 72 hours

3. Lead Worker Representatives

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. Our Lady's Grove followed the process for the appointment of the Lead Worker Representatives outlined by DES.

See Appendix 3

The role of the Worker Representatives is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- Keep up to date with the latest COVID-19 public health advice
- In conjunction with school management, promote good hygiene practices such as

washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice

- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19
- Conduct regular reviews of safety measures
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- Following any incident, assess with the school management any follow up action that is required
- Consult with colleagues on matters relating to COVID-19 in the workplace
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she will contact the lead worker(s) who will engage with the Principal/BOM. We have appointed a Lead Worker Representative, a Deputy Lead Worker representative and an Assistant Lead Worker Representative as named below.

<i>Name(s) of Lead Worker Representative:</i>	<i>Contact Details:</i>
Elaine Molyneaux (Lead Worker)	admin@olgps.ie
Sue Ball (Deputy Lead Worker)	
Sylvia Leonard (Assistant Lead Worker)	01-2988694

All staff, children, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. The risk assessment to identify the control measures required to mitigate the risk of COVID-19 in Our Lady's

Grove is attached at **Appendix 4**.

Our Lady's Grove emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences together with the Risk Assessment have been reviewed and documented.

5. General Advice to Prevent the Spread of the Virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, children, parents and visitors
- Advise staff and parents of children who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation
- Advise staff and parents of children who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement
- Ensure that staff and children know what to do if they develop symptoms at school
- Everyone entering the school building will be required to perform hand hygiene
- Visitors to school during the day will be by prior arrangement only and will be received at a specific contact point

Staff, children and visitors will at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Our Lady's Grove Primary School will arrange for this advice to be circulated to staff, children and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. The link to the Interim Public Health

recommendations for the reopening of schools can be found here

<https://www.education.ie/en/Covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education.

Managing the Risk of Spread of COVID 19

❖ Handwashing

Regular hand washing with soap and water is effective for the removal of COVID-19.

For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

❖ Hand Hygiene

Hand sanitisers are deployed at entry and exit points and in each classroom.

Staff and children are expected to perform hand hygiene regularly throughout the day.

Children are encouraged not to touch eyes, nose or mouth.

❖ Physical distancing

Physical distancing must be applied in a practical way. All rooms have been cleared of extra furniture and tables have been rearranged to give maximum space between pods. Staff will maintain a minimum of 1m distance and where possible 2m from the children. Where it is not always possible for staff to maintain physical distance from children, face-coverings will be worn.

❖ Decreasing Interaction

Staff will use a common-sense approach to decreasing interaction between children and staff.

- **Junior Infants to 2nd Class:** the children will remain in their usual groups, now called pods recognising that it is not possible to maintain 1metre between children
- **3rd to 6th Class:** Children will be assigned to pods (4- 6 children) and will allocate work areas to the same staff and children
- 1m distance will be maintained between the pods and as much as possible between the children within the pods
- Movement within the classroom will be minimal
- Sharing educational material between pods will be minimal

- Children will play outside in Class Bubbles staying apart from other classes. There are staggered break times with only two classes on each yard. These yards are divided so that each Class Bubble plays separately
- Staff pods are assigned to Class Bubbles. Staff work and eat within a Staff pod. There will be minimum interaction between Staff pods
- Staggered arrival and dismissal times using all the entrances into the building, limits interaction and prevents congestion
- Playdates after school are discouraged

❖ Practice Respiratory Hygiene

Staff will strive to ensure that everyone practises good respiratory hygiene and performs good hand hygiene throughout the day:

- Cover mouth and nose with a tissue when coughing or sneezing and then dispose of the used tissue immediately. No tissue, use your bent elbow
- Do not touch your eyes, nose or mouth if your hands are not clean
- Do not share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

6. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, children, parents/guardians and visitors as far as possible within the school . These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that Staff, children, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, will note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

- **Return to Work Form**

All Staff members completed the **Return to Work Form** for the first term.

- **Induction Training**

All staff members undertook and completed **Covid-19 Induction Training** prior to returning to

the school building. The aim of this training was to ensure that everyone has full knowledge and understanding of the following:

- 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

Staff will continue to be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

It is the responsibility of every staff member to ensure that he/she has a full understanding of all aspects of the Covid-19 Response Plan, the associated control measures, or his/her duties. Staff will immediately seek guidance from the Principal/Lead Worker Representative if unsure of any aspect of this plan.

- **Use of Personal Protective Equipment (PPE)**

PPE is to be worn by staff when physical distancing is not possible.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

The school is providing appropriate PPE for staff and children.

Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual practice.

A face covering can make communication difficult and so a visor might be better in certain circumstances.

- **Wearing of Gloves**

The use of disposable gloves in the school setting by children or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. The school provides gloves to be used carefully in certain circumstances.

- **Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, with particular attention given to toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

Staff will have access to cleaning products and will thoroughly clean and disinfect their work area before and after use each day. These cleaning materials must not be removed from the building.

Staff must use and clean their own utensils (cup, cutlery, plate etc.).

There will be regular collection of waste throughout the day and disposal of same.

Shower facilities are not be available for use.

- **Access to the School Building /Contact Log**

Access to the school will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other Staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school will be maintained. The school will maintain a log of staff and children contacts through Databiz and sign in-sign out sheets and books at Reception. In addition, the school has a visitor contact sign in book at the Reception area.

- **First Aid/Emergency Procedure**

The standard First Aid/Emergency procedure shall continue to apply in Our Lady's Grove. We have provided an updated First Aid training before school reopened which will provided Covid-19 specific training.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the Principal or nearest First Aider giving details of location and type of medical incident.

7. Dealing with a Suspected Case of Covid-19

Staff or children **will not attend school** if displaying any symptoms of Covid-19. The following outlines how Our Lady's Grove Primary School will deal with a suspected case that may arise during the course of work.

The kitchenette in the school hall is the designated isolation area that has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases put in place (SET rooms). The designated isolation areas are behind a closed door and away from other Staff and children.

If a *child* displays symptoms of Covid-19 while at school in Our Lady's Grove, the following procedures will be implemented:

1. The parents/guardians will be contacted **immediately**
2. The child will isolate on a chair at the back of the classroom, 2 metres from the rest of the class
3. A disposable mask will be provided
4. The child will be accompanied by a Staff member to the designated isolation area and looked after until the child leaves the school
5. If the child is too unwell or advice is required, a call to 999 or 112 will be made
6. After the event, an assessment of the incident will be carried out which will form part of determining follow-up actions and recovery
7. The appropriate level of cleaning of the isolation area and classroom will be done immediately

If a *Staff member* displays symptoms of Covid-19 while at work in Our Lady's Grove, the following procedures will be implemented:

1. The Staff member will be accompanied to the designated isolation area
2. A disposable mask will be provided
3. The staff member who is displaying symptoms will be facilitated in deciding whether or not he/she can immediately be directed to go home/be brought home by next of kin/or to call doctor
4. If the Staff member is well enough to go home, transport home by a family member as soon as possible will be arranged and advice given to them to inform their GP by phone of their symptoms. **Public transport of any kind will not be used**
5. If the Staff member is too unwell to go home or advice is required, a call to 999 or 112 will be made
6. After the event, an assessment of the incident will be carried out which will form part of

determining follow-up actions and recovery

7. The appropriate level of cleaning of the isolation area and work area will be done immediately

The HSE will inform the Staff member who has 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 will be followed and staff confidentiality is essential at all times.

8. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In facilitating a safe return to work, these duties include, but are not limited to, the following:

- i. Complete the RTW form before they return to work
- ii. Must complete Covid-19 Induction Training and any other training required prior to their return to school
- iii. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the RTW form, which may need to be disclosed to facilitate their safe return to the workplace
- iv. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- v. Coordinate and work with their colleagues to ensure that physical distancing is maintained
- vi. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- vii. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- viii. Not return or attend school if they have symptoms of Covid-19 under any circumstances
- ix. If they develop any symptoms of Covid-19 whilst within the school facility, they will adhere to the procedure outlined above
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xi. Keep informed of the updated advice of the public health authorities and comply with same

9. Covid Related Absence Management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. www.gov.ie/Circular/0049/2020

10. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a Staff member experience any stress or anxiety in respect of work or work arrangements, he/she will feel free to speak to the Principal.

Wellbeing:

Communication

Web Page

Webinars

Toolkit to download

NEPS

NCSE, NCCA, TUSLA, HSE

Jigsaw, Spun out, Mymind, Turn2me, Childline

For Employees:

Occupational Health Strategy

EAS Wellbeing Together

Portal and App

Spectrum Life a Mental Health Promotion Manager

1800 411 057

Signed:

Chairperson of Board of Management

Signed:

Principal of Our Lady's Grove P.S.

Date: 18/09/2020



Our Lady's Grove Primary School

Appendix 2

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: Our Lady's Grove, Goatstown, D14

Name of Principal: Anne Kernan

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms? now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID- 19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high-risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed:



Our Lady's Grove Primary School

Appendix 3

Lead Worker Representative – Primary and Special Schools

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID- 19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- the [COVID-19 Return to Work Safely Protocol](#);
- the [Guidance and FAQs for Public Service Employers during COVID-19](#);
- COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website).

1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach are key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- Keep up to date with the latest COVID-19 public health advice
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19
- Conduct regular reviews of safety measures
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- Following any incident assess with the school management any follow up action that is required
- Consult with colleagues on matters relating to COVID-19 in the workplace
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

2. What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand Sanitising
- Staff awareness around hand hygiene in the school
- Respiratory Hygiene

- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

3. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

4. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

5. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

6. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- Receive information and training in respect of their role [*further detail to be provided*].
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19.
- Regular communication with school management on issues related to COVID-19.
- Be informed of changes in practice arising from COVID-19 response measures.

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role.

7. Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department’s website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

Updated Risk Assessments to Minimise the Risk of Being Exposed to Covid-19

The process involved consultation with all school staff.

Methodology Used For Hazard Identification And Control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in (Our Lady's Grove PS) to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Our Lady's Grove PS in line with requirements of Section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Severity x Probability = Risk Rating

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

Probability/Likelihood

Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p style="text-align: center;">Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	<p>Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated, or appropriate risk controls are put in place.</p>
11 – 15	<p style="text-align: center;">Severe and Serious</p> <p>If an incident were to occur, it would be likely that an injury requiring medical treatment would result.</p>	<p>Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.</p>
6 – 10	<p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 – 5	<p style="text-align: center;">Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p>	<p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p>

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD 	<p>The Board of Management has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The staff representatives have been properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff have been and continue to be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management has:</p> <ul style="list-style-type: none"> ✓ Ensured that all staff received necessary training prior to returning to work 	Requires monitoring	Board of Management Principal Staff

	<ul style="list-style-type: none"> • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<ul style="list-style-type: none"> ✓ Provided posters, videos and other information to increase awareness of Covid-19 among staff and pupils ✓ Promoted safe individual practices within the school campus ✓ Engaged with staff in providing feedback on the preventive measures and their effectiveness ✓ Provided regular information about the risk of Covid-19 using official sources, such as government agencies (Gov.ie, HSE, HSA, DES etc.) and the World Health Organisation ✓ Emphasised the effectiveness of adopting protective measures especially good personal hygiene, hand and respiratory hygiene, avoiding touching eyes, nose and mouth, wearing face coverings and maintaining social distancing ✓ Provided specific training in the proper use of PPE for staff, as required 		
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
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<p><u>Assessment Date:</u> September 2020</p>	<p><u>Our Lady's Grove PS BoM</u></p>
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Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) 	<p>The BoM has ensured that all staff can wash their hands regularly. Warm water and appropriate sanitisers (i.e. hand gel dispensers, etc.) are available throughout the school. Staff should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover their mouth and nose with a 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 <p>The BoM has supplied required cleaning products, has ensured the correct use and storage of disinfectants and has ensured all products are stored safely and securely. No employees are permitted to attend work if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 38 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties <p>Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days</p>	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

Known effects of the coronavirus:

- A fever (high temperature of 38 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
- Death

Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.
 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/> for regular updates or can contact HSELive for advice **1850 241850**

Who may be affected?	Identified Risks	Hygiene cont'd Controls	Risk Rating with controls	Action implementation
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) 	<p>The Board of Management has ensured that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines is displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities are shut down ✓ Equipment sharing is minimised. Boxes have been sourced for the classes for children to store their own books/copies in under their table. Staff are encouraged not to share equipment and to bring their own cups/cutlery etc ✓ There is regular cleaning of frequently touched surfaces and 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 have been devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas are available where social distancing guidelines can be applied ✓ There is staggered use of staffroom and library for breaks ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and adequate 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff Visitors</p>

	<ul style="list-style-type: none"> • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<p>waste collection arrangements are being put in place to ensure they do not overflow</p> <ul style="list-style-type: none"> ✓ All waste collection points are emptied regularly throughout (as required) and at the end of each day. ✓ Staff may use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards 		
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> September 2020</p>		<p><u>Our Lady's Grove PS BoM</u></p>		

Who may be affected?	Identified Risks	Social Distancing		Risk Rating with controls	Action implementation
		Controls			
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) 	<p>Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Mangement has ensured that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ physical spacing (2 metre apart currently between adults and 1 metre between children) for work stations and common spaces, such as entrances/exits, lifts, staffroom, stairs, where congregation or queuing of staff, or students of visitors might occur ✓ Break times are staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines is displayed throughout school facility (buildings and grounds) ✓ Meetings of staff take place online and by using teleconferencing facilities ✓ 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 <p>Where 2 metre distance cannot be maintained face coverings must be worn</p> <p>Requirements for personnel working within 2metres of each other(where activity cannot be suspended):</p> <ul style="list-style-type: none"> ✓ No worker has symptoms of Covid-19 		<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management Principal Staff Visitors</p>

	<ul style="list-style-type: none"> • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<ul style="list-style-type: none"> ✓ The close contact work cannot be avoided PPE is present in line with the approved risk assessment (full face mask) and public health advice ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly 		
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> September 2020</p>		<p><u>Our Lady's Grove PS BoM</u></p>		

Who may be affected?	Identified Risks	<p style="text-align: center;">Cleaning</p> <p style="text-align: center;">Controls</p>	Risk Rating with controls	Action implementation
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high 	<p>All cleaning is being undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have 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 ✓ Teachers clean their own desk before and after school ✓ Pupils desks are to be cleaned before/after eating and cleaning product is supplied ✓ Cleaning staff are trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE is available to allow for increased cleaning ✓ Cleaning staff are instructed 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 disposable of cleaning cloths and used wipes ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use (washing machine) ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use 	Requires monitoring	Board of Management Principal Staff

	<p>doses of steroids or immunosuppression therapies)</p> <ul style="list-style-type: none"> • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<ul style="list-style-type: none"> ✓ Person appointed to liaise with and monitor cleaning staff to ensure adherence to guidelines 		
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> September 2020</p>	<p><u>Our Lady's Grove PS BoM</u></p>

Who may be affected?	Identified Risks	Office and administration areas Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) 	<ul style="list-style-type: none"> • Office capacity is limited to facilitate the maintenance of physical distancing between designated workstations and staff • The number of employees permitted to work in an office at any particular time is limited as a necessary control measure to protect health and safety • Visitors to the office are prohibited during the day • Perspex screen is installed to provide protection where there will be contact with visitors delivery people etc • Visitors and Pupils sign-in/sign-out books are on a table in the main entrance so they can be used without administration staff having to handle them 	Requires monitoring	Board of Management Principal Administration staff

- have a serious heart condition and are pregnant
- Known effects of the coronavirus:
- A fever (high temperature of 38 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
 - Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD 	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors/masks or Perspex screens etc. is required in some circumstances to address identified risks of spread of the virus.</p> <p>Face masks/shields have been provided to all staff. A supply of disposable face masks will be available in the school in case a staff member forgets their own or where required on an ongoing basis.</p> <p>Staff have been provided with the necessary PPE and provided with necessary training and information in the proper use, cleaning, storage and disposal of PPE.</p> <p>PPE needs to be consistently and properly worn when required and replaced as necessary.</p> <p>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</p> <p>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. However, in some instances certain staff might need to use</p>	Requires monitoring	Board of Management Principal Staff

<ul style="list-style-type: none"> • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<p>them when providing intimate care for pupils.</p> <p>Face coverings are not recommended to be worn by children under 13 years. However, we will allow any children who wish to wear them to do so.</p>	
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>	
<p><u>Assessment Date:</u> September 2020</p>	<p><u>Our Lady's Grove PS BoM</u></p>	

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19	Risk Rating with controls	Action implementation
		Controls		
<p>Staff (particularly SNAs, school secretaries and schoolbook rental co-ordinator)</p>	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p>	<p>The Board of Management prepared for the return of schoolbooks (book rental scheme) and other resource materials (including IT equipment) so that these were available to pupils for the start of the new school year. The following guidelines were recommended for staff when receiving or assisting in compiling resource packs:</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if displaying symptoms of Covid-19 • Books were returned and quarantined over the Summer 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Using hand tools or equipment Controls	Risk Rating with controls	Action implementation
<p>All staff</p>	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p>	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements have been put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Assessor's Name:

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD 	The Board of Management has: <ul style="list-style-type: none"> ✓ Appointed an appropriate person for dealing with suspected cases (Principal/Deputy Principal/SNA) ✓ A designated isolation area has been made within the school building. The designated area and the route to the designated area is easily accessible by everyone. The possibility of having more than one person displaying signs of Covid-19 has been considered so the Bom has additional isolation areas available. These areas have the ability to isolate a person behind closed doors and away from other staff. ✓ The designated area is the kitchenette off the hall and as a back up a number of SET rooms can be used 	If a person displays symptoms of Covid-19 the following procedure is to be implemented: <ol style="list-style-type: none"> 1. Isolate the person 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 person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. 2. Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. 3. Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their doctor and continue self-isolation at home. 	Requires monitoring	Board of Management Principal Staff

<ul style="list-style-type: none"> • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 38 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 • Death 	<ol style="list-style-type: none"> 4. 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 5. 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 6. 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. 7. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. 8. Arrange for appropriate cleaning of the isolation area and work areas involved. 	
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>	
<p><u>Assessment Date:</u> September 2020</p>	<p><u>Our Lady's Grove PS BoM</u></p>	

Who may be affected?	Identified Risks	Covid-19 cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ 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 will be closed, cleaned and disinfected ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then put with the regular rubbish after cleaning is finished except if collection of rubbish is within 72 hours of the incident ✓ 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 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>

doses of steroids or immunosuppression therapies)

- have a serious heart condition and are pregnant

Known effects of the coronavirus:

- A fever (high temperature of 38 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
- Death

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, including objects which are visibly contaminated with body fluids
- ✓ Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times
- ✓ Disinfectants used should be effective against viruses.
- ✓ Avoid creating splashes and spray when cleaning.
- ✓ Any cloths and mop heads used must be washed at 60°C
- ✓ When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used
- ✓ Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD 		Serious Requires monitoring	Board of Management Principal Cleaning staff

- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

Known effects of the coronavirus:

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Travel to and from work Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant <p>Known effects of the coronavirus:</p>	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>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 santiser (at least 70% alcohol, if an alcohol based one is being used) and use it regularly throughout your journey.</p>	Requires monitoring	All staff

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with controls	Action implementation
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 38 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	Arrangements for dropping off and picking up pupils from the school facility have been organised to maintain, as far as is reasonably practicable, a safe social distance between parents/guardians/minders and all school staff. Older children are to be encouraged to come/enter to school on their own Parents/guardians/minders are encouraged to walk to school where possible Parents/guardians/minders are encouraged park their car away from the school and walk to a designated waiting area with their child at arrival times and at dismissal times to wait for their child Parents/guardians/minders are encouraged not to wait around the school but to leave immediately on dropping off or collection of their child Parents/guardians/minders are to wear a face covering when coming to the school and when on the campus	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers

- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Visitors to school		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Wider Community	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, 	<p>The Board of Management has ensured the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school are severely restricted and visitors are asked to:</p> <ul style="list-style-type: none"> ✓ 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 ✓ Record their attendance on entry and exiting the building ✓ Wear PPE ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 		Requires monitoring	Board of Management Principal

interstitial lung disease and severe COPD

- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

Known effects of the coronavirus:

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September 2020

Our Lady's Grove PS BoM

Who may be affected?	Identified Risks	Management of deliveries and supplies to school		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • are over 70 years of age - even if fit and well • have had an organ transplant • are undergoing active chemotherapy for cancer • are having radical radiotherapy for lung cancer • have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • are having immunotherapy or other continuing antibody treatments for cancer • are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD • have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell) • are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies) • have a serious heart condition and are pregnant Known effects of the coronavirus:	<ul style="list-style-type: none"> ▪ Drivers are to come to the reception area and sign the visitors' book ▪ Drivers are to agree a delivery protocol with secretary/caretaker before they begin to deliver their product ▪ All delivery transactions must comply with physical distancing requirements ▪ Appropriate sanitising arrangements in place at set down areas (for materials and stock) and at access and egress points. 	Requires monitoring	Board of Management Principal Staff Delivery personnel	

- A fever (high temperature of 38 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
- Death

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: September, 2020

Our Lady's Grove PS BoM



Our Lady's Grove Primary School

APPENDIX 6

Checklist for School Management

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1.	Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?	YES
2.	Have you prepared a school COVID-19 response plan and made it available to staff and pupils? <i>Department guidance and templates provided</i>	YES
3.	Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	YES
4.	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	YES
5.	Have you told staff of the purpose of the COVID-19 contact log?	YES
6.	Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (Contact log template attached).	YES
7.	Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?	YES
8.	Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? <i>(Risk template attached)</i>	YES

9.	Have you updated emergency plans, if necessary, to take account of the COVID-19 response plan?	YES
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Staff

10.	Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? <i>(Template attached)</i>	YES
11.	Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?	YES
12.	Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19 ?	YES
13.	Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?	YES
14.	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	YES
15.	Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	YES

Training and Induction

16.	Have you advised staff to view the Department of Education's training materials which are available online?	YES
17.	Have you taken the necessary steps to update your school induction/familiarisation training to include any additional information relating to COVID-19 for your school?	YES
18.	Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? <i>(It is intended that training will be provided as part of the Department's online training programme).</i>	YES

Buildings / Equipment

19.	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	YES
20.	Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	YES

21.	Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?	YES
22.	Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?	YES

Control Measures in place

Hand / respiratory hygiene

23.	Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early September).	YES
24.	Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?	YES
25.	Have arrangements been made for staff and pupils to have regular access to hand- washing/hand sanitising facilities as appropriate?	YES
26.	Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?	YES
27.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	YES
28.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	YES
29.	Have you informed staff about the importance of hand washing?	YES
30.	Have you arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	YES
31.	Have you shown staff and pupils how to use hand sanitiser correctly and where hand- sanitising stations are located?	YES
32.	Have you displayed posters on how to wash hands correctly in appropriate locations?	YES

33.	<p>Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:</p> <ul style="list-style-type: none"> ➤ before and after eating and preparing food ➤ after coughing or sneezing ➤ after using the toilet ➤ where hands are dirty ➤ before and after wearing gloves ➤ before and after being on public transport ➤ before leaving home ➤ when arriving/leaving the school /other sites ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms 	YES
34.	<p>Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?</p> <ul style="list-style-type: none"> ➤ avoid touching the face, eyes, nose and mouth ➤ cover coughs and sneezes with an elbow or a tissue ➤ dispose of tissues in a covered bin 	YES

Physical Distancing:

35.	Have you identified all available school space to be used to maximise physical distancing?	YES
36.	Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?	YES
37.	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?	YES
38.	Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?	YES
39.	Have you arranged in each room that pupils would be at least 1m away from each other?	YES
40.	Have you allocated workstations consistently to the same staff and children rather than having spaces that are shared?	YES
41.	Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?	YES
42.	If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?	YES

43.	Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?	YES
44.	Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?	YES
45.	Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?	YES
46.	Have you arranged where possible that different class bubbles to have separate breaks and mealtimes or separate areas at break or mealtimes?	YES
47.	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	YES
48.	Have you encouraged walking or cycling to school as much as possible?	YES
49.	Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?	YES
50.	Can you provide a one system for entering and exiting the school, where practical?	YES
51.	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	YES
52.	Have you a system to regularly remind staff and pupils to maintain physical distancing	YES
53.	Have you advised staff not to shake hands and to avoid any physical contact?	YES

Visitors to Schools

54.	Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	YES
55.	Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?	YES
56.	Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?	YES



Our Lady's Grove Primary School

Appendix 7

Checklist for Dealing with a Suspected Case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training. A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?

7. Are staff familiar with this procedure?
8. Have others been advised to maintain a distance of at least 2m from the affected person at all times? *(it is intended that this will be dealt with as part of the Department's online training)*
9. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the school

10. Staff – have you established by asking them if the staff members feel well enough to travel home?
11. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.
12. The affected person should be advised to avoid touching other people, surfaces and objects.
13. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
14. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
15. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
16. Has the affected person been advised they must not use public transport?
17. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

18. Have you carried out an assessment of the incident to identify any follow-up actions needed?
19. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

20. Have you taken the isolation area out-of-use until cleaned and disinfected?
21. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
22. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
23. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*



Our Lady's Grove Primary School

Appendix 8

Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall

responsibility for the school COVID-19 plan?

- 13.** Are you co-operating with your school to make sure these control measures are maintained?
- 14.** Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
- 15.** Have you been asked to walk around and check that the control measures are in place and are being maintained?
- 16.** Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
- 17.** Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
- 18.** Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
- 19.** Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
- 20.** Are you helping in the management of someone developing symptoms of COVID-19 while at school?
- 21.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 22.** Are you helping in maintaining the contact log?
- 23.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 24.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 25.** Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
- 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?



Our Lady's Grove Primary School

Appendix 9

Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular *Section 5.6 Environmental Hygiene*?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*Department of Education intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles,

cutlery, and pens?

- 13.** Have you put in place a written cleaning schedule to be made available to cleaning staff including?
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and method of operation?
- 14.** Details of how to clean following a suspected case of COVID-19 are at *Section 7 of the Plan above*
- 15.** If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
- 16.** If cleaning staff have been instructed to wear gloves when cleaning are, they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
- 17.** Have you a 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.*
- 18.** Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
- 19.** Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?

Appendix 10. Back to School Safely – Informing Staff Members

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. School leaders and staff must work together to protect everyone in the school

Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to school?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the signs and symptoms of COVID-19 ?		
4.	Do you know how the virus is spread ?		
5.	Have you completed Back to School Questionnaire for Staff Members and given it to your Principal?		
6.	Have you told your Principal if you fall into any of the at-risk categories ?		
7.	Have you been given an induction before returning to work and made aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)?		
9.	Have you co-operated with the BoM to make sure these control measures are maintained?		
10.	Do you know who your Staff Representative is and how to contact him / her?		
11.	Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms 		

15.	Do you know where your nearest hand washing / hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times while at school, including in the staffroom or bathroom?		
18.	Do you know to avoid any physical contact with colleagues, parents or visitors?		
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks, wet-day supervision, etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19?		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Do you know when you have to wear PPE, where and how it is stored and how to fit, use, remove, clean, store and dispose of any required PPE?		
29.	Do you know what supports are available to you if you are feeling anxious or stressed?		
Additional Information			

Name.....Signature.....Date.....