

Glenville National School COVID-19 Risk Template

(List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk) Page1

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness Transmission of Covid 19 Pupils	H	School Covid19 Response Plan in place in line with DES guidance, Return to Work Safely Protocol and Public Health advice	Y	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training when it is available. Maintain log of staff, student and visitors	Monitoring OD Staff OD/AH	
				Pupils will be shown handwashing techniques and will sanitise or wash their hands regularly throughout the school day and respiratory etiquette taught.	Y			
				Pupils will be kept in class bubbles and pods within class bubbles if a 1-meter distance cannot be maintained. Rooms will be well ventilated with open windows whenever possible.	Y			
				Pupils will be encouraged to walk or cycle to school and maintain the recommended social distance on the way into school. Each class bubble will have their own allocated area on the yard and asked not to mix with other class bubbles.	Y			
				Pupils displaying symptoms of Covid19 should not be sent to school and if in school they will be taken to the nearest school isolation area until they can be taken home.	Y			

Covid-19	N	<p>Staff</p> <p>Illness</p> <p>transmission of Covid 19</p> <p>Staff</p>	H	<p>Staff must complete pre-return to work questionnaire and complete HSE Covid 19 training,</p> <p>Staff should stay home if experiencing covid 19 symptoms or go to isolation area in the school if displaying symptoms while in school.</p> <p>Follow hygiene and coughing etiquette.</p> <p>Limit movement between class bubbles and workstations</p> <p>Avoid sharing equipment, food, cutlery, cups etc.</p> <p>Wear a face covering in the school building,</p> <p>Sanitise frequently touched surfaces and avoid putting personal belongings (e.g. Phones on them)</p> <p>Maintain 2 metre distance from one another when eating during break times</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Return to Work Forms to be received and reviewed</p> <p>Staff members in the 'Very High Risk' category asked to have their doctors fill in relevant OHS referral forms and to speak to the school principal.</p> <p>Undertake Induction Training when it is available.</p>	O.D.	
Covid-19	N	<p>Visitors and parents</p> <p>Illness</p> <p>Transmission of Covid 19</p>	H	<p>Visitors to school will be allowed by appointment only.</p> <p>Parents will be advised not to enter the school campus, unless they have an appointment.</p> <p>All visitors will have to complete a contact tracing form, which will be added to the contact tracing log.</p> <p>Tradespeople or maintenance staff will be asked to come to the school when it is empty or if that is not possible to maintain a physical distance from others and wear a face covering and follow all relevant HSE guidelines</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		OD	

Covid-19	N	Cleaning Illness Transmission of Covid 19	H	Enhanced cleaning measures will be commenced in line with the HSPC Interim Guidelines	Y	Cleaners to Undertake Induction Training when it is available. Tick sheet to be finalized, discussed with and given to the cleaners.	R	
				Cleaners to fill in a daily cleaning tick sheet with list of items in the school cleaned and to be cleaned	Y		D	
				Pedal bins put in classrooms for contaminated waste, tissues, hand drying towels	Y		M	
				Automatic hand sanitizer dispensers installed at the entrances around the school building	Y		OC	
				Additional Sanitiser and or liquid soap to be provided to staff in classrooms and toilets.	Y		OD	
				School staff to clean personal belongings	Y		ST	
				PPE and cleaning products to be provided to staff in the event of having to clean or sanitise an area after a suspected covid 19 case.	Y		AF	
Any shared resources (clocks, toys, science equipment etc) should be cleaned and or isolated for 72 hours before being used by another staff member or class bubble.	Y	F						

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If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Oisín Dunne Principal Date: 18/08/2020 Reviewed on 19/10/2020