

St. Michael's House Grosvenor School Safety Statement

During Covid-19 this Safety Statement needs to be read in the context of Grosvenor School Covid-19 Risk Assessments which are appended to this document.

[Table of Contents](#)

<u>HEALTH AND SAFETY POLICY.....</u>	<u>2</u>
<u>GROSVENOR SCHOOL – SAFETY STATEMENT.....</u>	<u>4</u>
<u>INTRODUCTION AND SCHOOL PROFILE.....</u>	<u>4</u>
<u>ROLES AND RESPONSIBILITIES.....</u>	<u>4</u>
<u>RISK ASSESSMENT.....</u>	<u>7</u>
<u>WELFARE FACILITIES.....</u>	<u>10</u>
<u>EMERGENCY PROCEDURES.....</u>	<u>11</u>
<u>EMERGENCY EVACUATION.....</u>	<u>11</u>
<u>HEALTH AND SAFETY TRAINING FOR STAFF INFORMATION: TRAINING & INSTRUCTION.....</u>	<u>16</u>
<u>CONSULTATION WITH STAFF AND OTHER RELEVANT PERSONS.....</u>	<u>16</u>
<u>MEASURING PERFORMANCE.....</u>	<u>18</u>
<u>RATIFICATION.....</u>	<u>18</u>
Risk Assessments.....Appendix A.....	

Health and Safety Policy

SMH Grosvenor School

The Board of Management has a commitment to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place.

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed, working and/or visiting the school.

This policy requires the co-operation of all employees. It will be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

Advice may be sought from the Health and Safety Manager in SMH if required.

All records of accidents, incidents and ill-health will be monitored in order to ensure that any safety measures required will be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management is committed to:

- Manage and conduct school activities so as to ensure the safety, health and welfare of staff;
- Put in place appropriate guidelines to reduce and eliminate challenging behaviour or behaviour likely to put the health and/or safety of staff at risk;
- Provide safe means of access and egress;
- Provide safe plant and equipment;
- Provide safe systems of work;
- Prevent risk to safety and health from any article or substance;
- Provide appropriate information, instruction, training and supervision;
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated;
- Prepare, review and revise emergency plans;
- Designate staff for emergency duties;
- Provide information relating to welfare facilities;
- Appoint an elected staff member to represent staff concerns and assist in securing the safety, health and welfare of staff.

Signature of Chairperson BOM :*John Lawless*.....

Date:*19th August 2020*.....

Grosvenor School – Safety Statement

Introduction and School Profile

This safety statement outlines the Health and Safety Policy of Grosvenor School and in doing so aims to fulfil the requirements of all relevant legislation, in particular:

The Safety, Health and Welfare at Work Act 2005,

Safety, Health and Welfare at Work (General Application) Regulations, 2007.

The Board of Management, under the patronage of St. Michael's House, manages Grosvenor School. As such, Grosvenor school will, adopt and follow SMH policies and guidelines as appropriate and where requirements are not set out by the Department of Education.

Grosvenor is a school that provides services to students with intellectual disabilities. While most student are ambulant, some will require assistance when leaving the building. The school is located on Leopardstown Road in a two-storey building. There are approximately 70 students and a staff of approximately 40 adults in attendance daily. There may also be visiting clinicians and/or parents on site during the school day.

St Michael's House health and safety department provides advice and support to the school in relation to health and safety matters. Additional resources that are required are requested through the Board of Management.

Roles and Responsibilities

The Board of Management:

- Complies with its legal obligations as employer under the 2005 Act;
- Promotes a culture of health and safety awareness within the school community;
- Ensures that the school has written risk assessments and an up to date safety statement;
- Reviews the implementation of the safety statement;
- Sets safety and health objectives;
- Receives regular reports on health and safety matters and matters arising from same are discussed
- Reviews the safety statement at least annually and when changes occur that may affect workers' health and safety;
- Makes provision for persons with additional needs;

- Reviews the school's health and safety performance;
- Allocates adequate resources from DES funds to deal with health and safety issues;
- Appoints competent persons, as necessary, to assist and advise the Board on health and safety issues in the school.

St. Michael's House:

The Patron Body supports the Board of Management in fulfilling its duties under health and safety and will provide advice as requested.

The Principal (as designated person for health and safety acting on behalf of the Board):

- Complies with the requirements of the 2005 Act;
- Reports to the Board of Management on health and safety performance;
- Promotes a culture of health and safety awareness throughout the school;
- Manages health and safety in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on health and safety matters;
- Ensure all accidents and incidents are investigated and all relevant statutory reports completed, and ensure that HSA notifications and Assault Leave applications are processed promptly;
- Organises, monitors and records fire drills and evacuation training;
- Completes safety audits annually in conjunction with the Safety Representative

Safety Representative:

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, Grosvenor School recognises the right of all employees to nominate a Safety Representative and also recognises the duties and rights attached to such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- A safety rep has the right to information as is necessary to ensure the health and safety of employees at work
- The safety rep shall be informed when the inspector from the HSA enters the school and shall accompany the inspector on an inspection tour if requested.
- The safety rep has the right to make representation to the BOM on any aspect of health and safety.

- The safety rep may investigate accidents and dangerous occurrences provided s/he shall not interfere or obstruct the performance of statutory provisions.
- The safety rep has the right to make oral or written representations to inspectors on any health and safety matter.
- Receive advice and information from HSA inspectors
- Attend interviews with employees after an accident or dangerous occurrence
- Carry out safety inspections with prior consent and agreement
- Investigate potential hazards and complaints made by other employees
- Accompany an inspector on the investigation of an accident by prior request
- Receive, without loss of remuneration, time off from his/her regular duties for the purposes of acquiring knowledge to discharge his/her function, and time off to discharge this function. This must be arranged with the Principal in advance to ensure the smooth running of the school.
- The safety rep shall not be placed at any disadvantage in relation to his/her employment for discharging his/her function.

School Staff

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care to protect the health and safety of themselves and others in the workplace;
- Not engage in improper behaviour that may endanger themselves or others
- Not be under the influence of alcohol or drugs in the workplace
- Report any defects in the building or to equipment that may pose a danger to health and safety
- Co-operate with school management in the implementation of the safety statement.
- Regularly check classroom/immediate work environment to ensure it is safe and free from fault or defect and report any concerns;
- Check that equipment is safe and fit for purpose;
- Select and appoint a safety representative

Report accidents, near misses and dangerous occurrences promptly to relevant persons.

Other School Users

Other school users, eg students and visitors, should comply with school regulations and instructions relating to health and safety.

Contractors

The Board of Management organises and manages any building related work, in consultation with the landlord and the DES.

Contractors must comply with statutory obligations as designated under the 2005 Act and 2007 General Regulations and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Grosvenor School will make available the school Safety Statement to any contractors working in the school on behalf of the school;
- Grosvenor school will provide the school regulations and instructions relating to health and safety;
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out;
- The contractor must make direct contact with the principal before initiating any work on the school premises;
- Any noise should be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.
- The contractor and workers shall not create any hazard, permanent or temporary, without informing the principal and shall mark such hazard with warning signs or others suitable protection.

Risk Assessment

Grosvenor School is committed to identify hazards and to make suitable provisions for the elimination or reductions of those found to be present. To this end, it shall secure the assistance of competent external safety advice in conjunction with its internal resources to fulfill this role on an annual basis or as required and/or deemed necessary. These hazards shall be identified in a systematic manner through the use of a safe system audit. This will involve inspection of the school, examinations of the work place, equipment, procedures and records to date.

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal.

The hazards listed below are the main risks to staff while working in Grosvenor School.

These include:

- Challenging Behaviour
- Exposure to a blood borne infection
- Slips, trips and falls
- Manual handling activities
- Use and storage of cleaning chemicals
- Food Safety – reheating of lunches
- S.A.M Safe administration of medications
- School Trips
- Unauthorised access
- Fire in the school
- Visual display units
- Loading and unloading of school buses

Insert Risk Assessment Grid here

Rules for Safe Lifting as per SMH Guidelines

If you decide it is safe to handle the load assess the load and carry out the following lifting technique:

A) Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.

B) Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.

C) Bend your knees, lower your hands and drop down beside the load, inclining your head and keeping your back straight.

D) Grasp the object with a firm grip, test the weight to ensure it is not excessive and keep your arms as close as possible to the body.

E) Raise you head and look forward, this locks the cervical vertebrae and helps to keep the spine straight.

F) Keep the load as close as possible to the body with the elbows in and the lift with strong leg muscles in a controlled movement, keeping the spine straight.

G) Move forward and about at a comfortable pace and never rush.

H) When lifting always ensure that the heavy side is close to the body, avoid jerking movements

Pregnant Employees

Grosvenor School provides specific risk assessment for their pregnant employees. The risk assessment is reviewed as regularly as needed and is discussed with the staff member on an on-going basis.

Welfare Facilities

Grosvenor School provides suitable welfare facilities in accordance with applicable statutory provisions. We recognise that this provision is an essential element in securing safety, health and welfare for all.

Suitable washing and sanitary facilities

To include water flush toilets with washing facility which is subject to daily cleaning.

Canteen

In order to maintain social distancing during Covid-19 two staff rooms will be available for staff, separate from the work area to make tea/coffee and heat/prepare their own lunches. Staff must co-operate in maintaining a high standard of hygiene in this area.

All hot drinks are required to have a lid if taken from the canteen.

Drinking Water

Drinking water of suitable drinking quality as provided by council services

Emergency Procedures

First Aid and Medical Attention.

- In Grosvenor School, first aid and medical attention is guided by our nursing staff.
- A number of staff members have been trained as First Responders. They are encouraged to keep up to date with training
- A defibrillator is located outside the Nurse's station. Approximately 15 staff members have been trained to use this.
- A First - Aid box is provided and stationed in the nurse's room. There is an additional one for use when on school outings. These boxes are fully equipped as per H.S.A. guidelines. First Aid box is available in the Nurse's station.
- A questionnaire is sent to parents each year to ascertain pupils with allergies and / or sickness and specific illnesses such as diabetes etc.
- In case of a medical emergency, an ambulance should be called and the injured person should be brought to the nearest hospital.
- It is important that First - Responders keep records of any treatment given.
- It is also the school's policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor/meet the staff at the hospital, depending on severity of injury
- Where the school cannot contact parents/guardian in the event of an emergency ,the pupil will be taken to the doctor or the doctor/medical emergency services may be called to the school.
- If necessary, the insurance company may be informed.

Emergency Evacuation

As a precaution for emergency evacuation there should be a roll call sheet beside the door in each room which should be filled in each morning.

If you discover a fire:

- Sound the alarm IMMEDIATELY by operating the nearest fire alarm call point/break glass unit.
- Call the Fire Brigade IMMEDIATELY. Lift the phone receiver and DIAL 999.
- Give the operator your telephone number and ask for the FIRE BRIGADE.
- When the Fire Brigade replies say there is a fire at

St Michael's House

Grosvenor School

Leopardstown Road

Dublin 18

Eircode D18 KR 80

The Eircode is prominently displayed in the school foyer.

State clearly that this is a St. Michael's House building providing a service to people with learning difficulties, wait for the Fire Brigade to repeat the address correctly before hanging up.

IF IT IS SMALL & SAFE TO DO SO tackle the fire with the correct fire extinguisher or fire blanket provided. Only staff trained in the use of fire extinguishers are to tackle the fire using the available firefighting equipment. All other persons on the premises are to evacuate immediately

On hearing the alarm

- Teacher in room to take roll call sheet with them to assembly point.
- Evacuate all students as per local procedures and leave building & close doors behind you using the NEAREST available ESCAPE ROUTE to the outside of the building.
- Report immediately to your assembly point.
- The Senior Member of Staff will take charge of any Evacuation & ensure that no one is left in the Building.
- The **assembly points** are located as follows:

In the car park, near front entrance to the school: Assembly Point 1

In the playground: Assembly Point 2

In the area of ground nearest to the Main Avenue up to the Legionaries Building:

Assembly Point 3

- All staff are instructed on emergency evacuation procedures as part of their induction.
- The Person in Charge will then check that all persons are safe at the assembly point and will be able to inform the fire brigade accordingly.
- The above person will then assist the fire brigade upon their arrival.

Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

- (a) Fire detection equipment.
- (b) Fire extinguishers and other means of fire prevention.
- (c) Warning systems.
- (d) Exit signs.
- (e) Emergency lighting and notices.
- (f) Appropriate instruction and training of staff.
- (g) The holding of evacuation drills.
- (h) Safe means of escape.

Fire fighting equipment is located around the school and the locations can be seen on the emergency evacuation maps.

- There is a fire fact file present, which is regularly updated and documented
- John Fitzpatrick, Ronnie Daly and Des Flanagan have been designated as the local fire and deputy fire officers.
- Staff will be trained by SMH In House Fire Advisor
- They will be trained by SMH In House Fire Advisor in the use of fire extinguishers.

Accident Recording & Notification

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.
- Any accident or dangerous occurrence must be notified to the principal or person in charge as soon as is reasonably practicable.
- The principal will then carry out an investigation into the incident (as deemed necessary). A full record of the incident will be recorded on Aladdin incident report forms.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the School to notify the HSA if the following applies:
 - The incident is included in the dangerous occurrences which could have caused injury or danger to life e.g. gas leak, outlined in the 12th Schedule of the Safety, Health and Welfare at Work (General Application) Regulations 2007 and
 - If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including non-working days)
 - In the case of death: If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.
 - A pupil that is injured as a result of a work- related activity and requires medical treatment by a registered medical practitioner

Notification to the HSA must be given. This is completed on line through the HSA website by the school principal.

Procedure for percutaneous bites

Any staff member that has received a bite needs to

- Encourage bleeding of the wound under running water
- Wash the wound thoroughly
- Cover the wound with a waterproof dressing

- Report the incident to the Principal
- Infection control Nurse or Nurse Manage on Call to be advised
- Follow Guidelines as Per Policy Document “Guidelines for the Management of Occupational Blood Exposures St. Michaels House”

Health and safety training for staff Information: Training & Instruction

Grosvenor School will endeavour to provide instruction, information and training for each employee in relation to their safety, health and welfare.

It is our wish to have a workforce and pupils that are pro-active and aware of health and safety. We will provide adequate finances to obtain this objective.

There are a number of training requirements that have been identified for staff that are working in Grosvenor School. They are as follows:

- Manual handling training
- CALMS training
- First Responders training
- SAM training
- Risk assessment training
 - Teachers and SNAs also avail of ongoing training themselves.

Mandatory Health and safety training and training that is run by SMH is provided and organized through the SMH Staff Training and Development department.

The principal monitors the training needs of the staff in the school. The SMH Staff Training and Development department may be contacted for advice and, where possible, requested to provide training for school staff.

Any other training deemed necessary is organized and provided by Grosvenor School

Consultation with Staff and other Relevant Persons

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*.

All staff are required to read and sign off as having read the safety statement.

The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or the introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

Safety Representative

The Safety Representative is Barbara McCarthy.

Grosvenor School recognizes that employee involvement in health and safety is an integral part of the operations of the school, and sees health and safety as being of value within these operations.

Therefore, the Board of Management encourages employees to elect a representative.

The Safety Representative will consult with the Board of management through procedures on any relevant health and safety issue. The Board will at all times consider and act, if appropriate, on any issue brought to their attention by the Safety Representative.

The school will provide any necessary training and information to the Safety Representative in accordance to Section 25 Part 4 of the Safety, Health and Welfare at Work Act 2005, to enable the Safety Representative to fulfill his/her duty.

Measuring performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school safety and health policy and the written risk assessments contained in the safety statement.
- Safety and health objectives, as part of the school plan
- The Board of Management meetings will contain Health and Safety on the agenda

Internal Safety Inspections

On a regular basis the Principal or other nominated person will complete a health and safety checklist of the building. This is to highlight any environmental or system issue that will need to be addressed. On a regular basis these checklists will be discussed with the Chairperson of the Board to review on-going health and safety issues for the school.

Results from audits will be combined with information from on-going measuring of performance to improve the school's overall approach to safety and health management.

Ratification

The Board of Management will ratify the policy and Safety Statement each year following the Health and Safety Audit. Changes will be notified to staff by the principal and all staff will be required to support and implement safe practices within the school.

Signed: *John Lawless*

Date: *19th August 2020*

Chairperson BOM.

Appendix A

St Michael's House Grosvenor School

Leopardstown Road, Dublin 18

COVID-19 RISK ASSESSMENTS TO MINIMISE THE RISK OF EXPOSURE TO VIRUS

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 St. Michael's House Grosvenor School, 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 specific Covid-19 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 the School 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. This school has adopted SMH templates from the SMH Risk Management Policy – SMH Safety Statement.

COVID-19 RISK ASSESSMENTS for St. Michael's House Grosvenor School

Table of Contents

1. Social Distancing
2. Use of PPE
3. Dealing with a Suspected Case of Covid-19
4. Cleaning a Space with a Suspected/Confirmed Case of Covid-19
5. Covid-19 Cleaning
6. Office & Administration Areas
7. Dropping Off and Picking Up of Pupils
8. Hygiene
9. Covid-19 Cleaning (staff)
10. Handling Books and Other Resources during Covid-19
11. Using Hand Tools or Equipment
12. Travel to and from Work
13. Management of Deliveries and Supplies to School

14. Visitors to School

15. Risk Communication, Education and Training

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Grey	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	P E R S O N R E S P O N S I B L E F O R A C T I O N	DUE DATE

Risk Assessment: Social Distancing

<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>Public</p>	<p>Physical distancing is currently a key control measure in reducing the spread of infection. However the Board of Management acknowledges that in a school environment such as ours, it can be very difficult to observe social distancing at all times, particularly when engaging with pupils.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> ✓ All staff will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while moving throughout the school. ✓ physical spacing (1 metre apart currently for school environment) for work stations and common spaces, such as entrances/exits, kitchen areas and stairs, where congregation or queuing of staff, or students or visitors might occur. ✓ Break times for staff and pupils will be staggered and school supervision procedures must be strictly adhered to. ✓ Adjutment have been made to sitting arrangements in staff room. ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ Appropriate social distancing arrangements will be in place throughout the school. ✓ Meetings of staff will take in smaller groups consistent with physical distancing or by Zoom. ✓ There is currently a strict no handshaking policy in place within the school. 		<p>B o a r d o f M a n a g e m e n t P r i n c i p a l S t a f f V</p>
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		<p>✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible.</p> <p>Where 1 metre distance cannot be maintained e.g. during classroom activities and intimate care.</p> <p>Requirements for personnel working within 1 metres of each other (where activity cannot be suspended): The following will apply</p> <ul style="list-style-type: none"> ✓ The close contact work cannot be avoided ✓ No staff member has symptoms of Covid-19 ✓ Use of physical barriers e.g. Facemask and/ or visor ✓ PPE is available as usual for intimate care of pupils. Supplies are kept in the class bathroom as normal. ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly <p>Pupil Break times: details and provisions. Morning snack and lunch will be eaten in the classrooms. Hot lunches will be collected from the kitchen by a classroom staff member. The kitchen has been amended to facilitate the safe transfer of meals.</p> <p>Only one class at a time will be allowed use the sensory room, playground and sensory garden. All equipment will be wiped before being used by the next class / bubble.</p>		i s i t o r s	
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Risk Assessment: Social Distancing

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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Closed			
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement											

Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10

Risk Assessment: use of PPE

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	P E R S O N R E S P O N S I B L E F O R A C T I O N	DUE DATE

Risk Assessment: use of PPE

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Risk Assessment: use of PPE

		<p>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. Although they will be used in the case of Covid symptoms and for usual intimate care needs.</p> <p>As all pupils in this school have an intellectual disability, face coverings are not expected to be worn by pupils. Older pupils will be encouraged to wear them where possible.</p> <p>Where a child presents with an exceptional risk and staff are required to wear additional PPE an individual plan will be developed.</p> <p>All PPE equipment will be carefully disposed into a double sealed bag and retained in a secure location for 72 hrs before being put into general waste bins.</p>		
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
INITIAL RISK									RISK STATUS							
Likelihood		Impact			Initial Risk Rating				Closed							
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement																

Risk Assessment: use of PPE

Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10

Date Risk Assessment was created: 30.08.2020	Review Date: as required
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Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray

Signature of Risk Assessors, including parents/ guardians where applicable:

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	P E R S O N R E S P O N S I B L E F	DUE DATE

Risk Assessment: use of PPE

				O R A C T I O N
<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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 	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>The Board of Management will:</p> <p>Each class will appoint on a rotational basis as staff member to support a pupil suspected of having COVID.</p> <p>The room behind the reception and life skills room have been designated as isolation rooms</p> <p>A sealed box will be kept in this room containing the following:</p> <ul style="list-style-type: none"> • tissues, • disinfectant/ wipes • gloves • masks • waste bags • a bin • Copies of Checklist for Dealing with a Suspected Case of Covi-19 <p>Sealed box with the above equipment will be placed around the school in the event of an emergency</p>		<p>B o a r d o f M a n a g e m e n t P r i n c i p</p>

Risk Assessment: use of PPE

<p>distortion of sense of taste</p> <ul style="list-style-type: none"> •Death 		<p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <p>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 in so far as is possible and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.</p> <p>Provide a mask for the person presenting with symptoms if one is available and if they do not already have one themselves. He/she should wear the mask if in a common area with other people or while exiting the premises. Exceptions will be made for pupils who will not tolerate a mask.</p> <p>Assess whether the individual who is displaying symptoms can immediately be directed to go home. If necessary their GP can be contacted for advice.</p> <p>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</p>		<p>a l S t a f f</p>
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Risk Assessment: use of PPE

		<p>provided.</p> <p>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.</p> <p>Public transport of any kind should not be used.</p> <p>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.</p> <p>Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.</p> <p>Arrange for appropriate cleaning of the isolation area and work areas involved.</p>		
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Impact Category:	Injury	x	SU Experie	x	Standards	Objectives/ Projects	Business	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Closed			
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement											

Risk Assessment: use of PPE

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Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
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HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	DUE DATE
<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer 	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>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.</p> <p>Disinfectants used should be effective against viruses.</p> <p>The following instructions will be contained in the sealed Covid boxes throughout the school.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning.</p>		

Risk Assessment: use of PPE

<ul style="list-style-type: none"> • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used.</p> <p>Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of.</p> <p>If possible,keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal.</p> <p>Laundry</p> <p>Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely.</p> <p>Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above.</p> <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full. ✓ The plastic bag should then be placed in a second bin bag and tied. ✓ It should be put in a suitable and secure place and marked for storage until the 		
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Risk Assessment: use of PPE

		<p>individual's test results are known.</p> <p>✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours</p> <p>✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</p>		
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Impact Category:	Injury	x	SU Experie	x	Standards	Objectives/ Projects	Business	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Closed			
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Risk Assessment: use of PPE

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Risk Assessment: use of PPE

<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>Staff especially cleaning staff</p>	<p>All cleaning will be 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 brought 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. ✓ Cleaning staff will be trained in the new cleaning arrangements for the school. ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning. ✓ Cleaning staff will be 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 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. ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh 		<p>Board of Management Principal Staff</p>
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Risk Assessment: use of PPE

		solution of disinfectant before re-use.		
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Impact Category:	Injury	x	SU Experie nce	x	Standar ds Compla	Objectives/ Projects	Busines s Continu	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Closed			
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Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
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Risk Assessment: use of PPE

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<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, 	<p>Staff</p>	<p>All staff have been given copies of the following documents and have signed off as having read them:</p> <ul style="list-style-type: none"> • DES Reopening Our Schools: The Roadmap for the Full Return to School • DES COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools • DES Return to Work Safely Protocol: 	<p>WILL BE EMAILED TO EVERYONE</p>	<p>B o a r d o f</p>	

Risk Assessment: use of PPE

<p>lung disease, high blood pressure, diabetes, or cancer</p> <ul style="list-style-type: none"> • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>COVI-19Specific National Protocol for Employers and Workers</p> <ul style="list-style-type: none"> • DES Returning to school: Curriculum guidance of primary school leaders and teachers (teachers only) • Supporting the Wellbeing of School Communities as School Reopen: Guidance for Schools • School's Covid Response Plan • Checklists • Risk Assessment Document <p>Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff.</p> <p>Secretary has been supplied with reusable 2 masks and a visor for use in her workplace. A sneeze guard screen has been installed at the hatch. A metre mark is in place.</p> <p>The number of employees permitted to work in an office at any time shall be limited as a necessary control measure to protect health and safety. Limited to 2 persons at any given time.</p> <p>In so far as possible all queries should be dealt with as possible through the hatch to the secretary's office.</p> <p>No admittance is allowed into the school except by prior appointment unless a parent or family member has been requested to</p>		<p>M a n a g e m e n t</p> <p>P r i n c i p a l</p> <p>A d m i n i s t r a t i o n</p> <p>S</p>
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Risk Assessment: use of PPE

		come to the school to take a sick member of staff/ pupil home. Protocols will be displayed at the front door of the school.		t a f f
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Injury	x	SU Experie nce	x	Standar ds Complia	Objectives/ Projects	Busines s Continu	Publicity / Reputation	Financial Loss	Environment
INITIAL RISK						RISK STATUS			
Likelihood	Impact		Initial Risk Rating			Closed			
Reference - Health act 2007-2013 SI No.367 of 2013 Regulation of Residential Services - Safety, Health and Welfare at Work Act 2005 - Safety, Health and Welfare at Work (General Apps) Regs 2007-2016 Chapter 4 Part 2 - HSE Manual Handling and People Handling Policy 2018 - HSA.ie - SMH Risk Management Policy - SMH Safety Statement									

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Risk Assessment: Dropping Off and Picking up of Pupils

Date Risk Assessment was created: 19/08/2020	Review Date: as required
Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	P E R S O N R E S P O N S I B L E F O R A C T I O N	DUE DATE

Risk Assessment: Dropping Off and Picking up of Pupils

<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>Staff</p> <p>Pupils</p> <p>Parents/ Guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</p>	<p>DES have advised that school transport will run as normal when school’s open. Each bus will be a ‘bubble’, as the same pupils travel on the bus daily.</p> <p>Bus drivers have been instructed by Bus Eireann to clean their bus after each use.</p> <p>Bus Escorts have been provided with training by D.E.S.</p> <p>Bus escorts and school staff have been provided with 2 reusable masks and a visor. Each escort will be responsible for maintaining same.</p> <p>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers, escorts, parents/ guardians, pupils, and all school staff.</p> <p>Buses will park up at the front entrance of the school as normal.</p> <p>Social distancing will be observed as far as is reasonably practicable, between buses (bubbles). Pupils will disembark buses one bus at a time, allowing for the minimum of congestion in the hallway entrance to the school and further on in the school corridors.</p> <p>Where parents choose to bring their child to school they have been asked to park in the main drive and to phone the school so that a it can be arranged for a staff member to meet them at the front door</p> <p>A one way system has been put in place to allow children and staff enter and exit the school.</p>		<p>B o a r d o f M a n a g e m e n t P r i n c i p a l S t a f f</p>
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Risk Assessment: Dropping Off and Picking up of Pupils

				B u s a n d t a x i d r i v e r s	
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
INITIAL RISK									RISK STATUS							
Likelihood		Impact			Initial Risk Rating				Closed							

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Risk Assessment: Dropping Off and Picking up of Pupils

Almost Certain (5)	5	10	15	20	25
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Risk Assessment: Dropping Off and Picking up of Pupils

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Risk Assessment: Dropping Off and Picking up of Pupils

<p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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>products are stored safely and securely.</p> <p>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 37.5 degrees or above) • Cough • Shortness of breath • Breathing difficulties <p>Any staff member displaying symptoms must self-isolate and not attend school until they can produce a negative Covid-19 test result.</p> <p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements until they can produce a negative Covid-19 test result.</p> <p>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.</p> <p>Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> • Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). • Appropriate social distancing markings are in place. • Necessary PPE is 		
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Risk Assessment: Dropping Off and Picking up of Pupils

available to staff.

- Standard cleaning and maintenance regimes are put in place throughout the school.
- Toilet facilities must be cleaned by staff after each use on a regular basis throughout the day.
- Equipment sharing is minimised. Staff are encouraged not to share equipment between students and with one another.
- There is regular cleaning of frequently touched surfaces and that class staff teams are provided with essential cleaning materials to keep their classroom areas clean (for example wipes/disinfection products, paper towels and waste bins/bags).
- All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people
- There is staggered use of the Staff Room and or other communal facilities.
- Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow.
- All waste bins must be emptied at the end of each day

Risk Assessment: Dropping Off and Picking up of Pupils

by classroom staff.

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Impact Category:	Injury	x	SU Experience	x	Standards Compliance		Objectives/Projects		Business Continuity		Publicity / Reputation		Financial Loss		Environment	
INITIAL RISK									RISK STATUS							
Likelihood		Impact			Initial Risk Rating				Closed							

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Risk Assessment: Dropping Off and Picking up of Pupils

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Risk Assessment: Dropping Off and Picking up of Pupils

				A C T I O N
<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 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 	<p>Staff especially cleaning staff</p>	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff will be encouraged to keep personal items brought into school to a minimum. ✓ 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. ✓ Cleaning staff will be trained in the new cleaning arrangements for the school. ✓ Cleaning staff have been issued with check list ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning. ✓ Cleaning staff will be 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 in a rubbish bag. ✓ Current HSE guidance 		<p>B o a r d o f M a n a g e m e n t P r i n c i p a l S</p>

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distortion of sense of taste •Death		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. ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use. ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use.		t a f f
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Impact Category:	Injury	x	SU Experience	x	Standards Compliance	Objectives/Projects	Business Continuity	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood	Impact		Initial Risk Rating				Closed				
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Date Risk Assessment was created: 19/08/2020	Review Date: as required
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Risk Assessment: Dropping Off and Picking up of Pupils

Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES	ADDITIONAL MEASURES REQUIRED	PERSON RESPONSIBLE FOR ACTION	DUE DATE
		What protective and preventive measures are already in place to control the associated risks?	Are any further protective and preventative measures required to control the associated risks?		

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		<p>machine washable.</p> <p>Jigsaws, puzzles, and toys that pupils may be inclined to put into their mouths should be capable of being washed and disinfected.</p> <p>All play equipment will be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.</p> <p>Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.</p> <p>At this time soft modelling materials and play dough where used should be for individual use only.</p> <p>Cleaning Procedure for Toys</p> <ul style="list-style-type: none"> • Wash. • Rinse. • Dry. • Some hard-plastic toys may be suitable for cleaning in the dishwasher i.e. lego. • Toys that cannot be immersed in water that is electronic or wind up should be wiped with a disinfectant wipe and dried. • In some situations, toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. • If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried 		
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		<p>thoroughly.</p> <ul style="list-style-type: none"> • Art – Where possible pupils should be encouraged to have their own individual art and equipment supplies. • Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning. • Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses. • Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people. 		
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Impact Category:	Injury	x	SU Experie	x	Standards	Objectives/ Projects	Business	Publicity / Reputation	Financial Loss	Environment	
INITIAL RISK							RISK STATUS				
Likelihood		Impact			Initial Risk Rating			Closed			

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Risk Assessors: John Fitzpatrick, Ronnie Daly, Barbara McCarthy and Mary Gray	
Signature of Risk Assessors, including parents/ guardians where applicable:	

HAZARD AND RISK DESCRIPTION	Who is At Risk	EXISTING CONTROL MEASURES What protective and preventive measures are already in place to control the associated risks?	ADDITIONAL MEASURES REQUIRED Are any further protective and preventative measures required to control the associated risks?	P E R S O N R E S P O N S I B L	DUE DATE

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				E F O R A C T I O N
<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"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes, or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or 	<p>All staff</p>	<p>Staff must wear the appropriate PPE for the nature of the work that they are undertaking.</p> <p>The cleaner and caretaker will have separate storage areas for cleaning equipment and products. The cook has her own cleaning supplies for the kitchen.</p> <p>All tools and equipment must be properly sanitised to prevent cross contamination.</p> <p>Cleaning material will be available so that all tools can be wiped down with disinfectant between each use.</p> <p>All mobile machinery/ equipment must be thoroughly cleaned and sanitised prior to and after use.</p>		<p>B o a r d o f M a n a g e m e n t P r i n c</p>

Risk Assessment: Dropping Off and Picking up of Pupils

breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death		The individual class dustpan/brush set will be cleaned after each use with a disinfectant wipe.		i p a l S t a f f
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distortion of sense of taste •Death				
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Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are:	Staff Pupils Drivers Wider Community	Ensure that all delivery transactions comply with physical distancing requirements. All necessary documents to be signed at the front door as under deliveries protocols, no entry to the school premises unless deemed essential.		B o a r d	

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Risk Assessment: Dropping Off and Picking up of Pupils

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Risk Assessors: Karen Byrne & Committee Members	
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		<p>agencies (HSE, HSA, etc.) and the World Health Organisation.</p> <ul style="list-style-type: none"> ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene. ✓ Provide specific posters demonstrating the proper use of PPE for staff, where required. 		
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