

Blackwater Community School Covid 19 Response Plan and Risk Assessments.

	Recommendation	Relevant Action	Success Criteria	By Whom	When reviewed	Achieved or not achieved	
<p style="text-align: center;">Covid Response Planning</p> <p style="text-align: center;">A</p> <p style="text-align: center;">August/Sept 2121</p>	<p style="text-align: center;">Safe & staggered return to school for staff</p>	A1	Staff provided with 3 planning days with training.	<ul style="list-style-type: none"> - Whole staff meetings - Subject Dept Planning - Sub-Committee Meetings 	<ul style="list-style-type: none"> - SMT - Subject Convenors - Committee Convenors 	Aug 2021	achieved
		A2	Staff constantly upskilling in preparedness for any further closures.	- Staff Training – Blended learning	- Digital Strategy Team		
		A3	Students submitting work online to be Covid friendly.	Students work being corrected online.	All staff		
		A4	Staff management Aide appointed.	Management Aide appointed.	(Aide) Maurice		
		A5	2 Lead Worker Representatives are appointed.	1 Teaching, 1 Non-Teaching member	Colm & Tina		
		A6	Staff provide return to work forms.	Forms kept on file.	Maria O’Brien		
		A7	Staff complete online HSE Training before returning to work.	Staff informed of obligation re training in respective areas, teaching and non teaching staff.	Teaching Non Teaching staff		
		A8	Whole staff involvement in return to school planning.	Whole staff briefings & meetings.	All staff		
		A9	Sub Committee planning pre school opening.	Sub-committee planning time allocated.	Relevant convenors		
		A10	Subject Dept Planning pre school opening.	Sub. Dept Planning time allocated.	Relevant convenors		
		A11	Staff assured of classroom safety & etiquette for themselves & students.	Staff briefings re Covid etiquette & protocols.	LWRS & SMT		

	A12	Avoidance of full staff physical meeting replaced by Webex staff meetings to comply with HSE guidelines.	Webex meetings before return to school and on return to school for the whole staff.	SMT		
	A13	Provision of staffroom facility reorganising Social Distancing.	Decluttering of staffroom to maximise space.	LWR (Colm) LWR (Colm)		
	A14	Staffroom emptied of shared cutlery & crockery.	Cutlery/crockery replaced.	LWR (Colm)		
	A15	Staffroom cleared of materials, books, clutter.	Decluttering of materials, books etc	LWR (Colm)		
	A16	Staffroom hot water facility provided without needing to be touched by hand.	Hot drink facilities provided by push in taps (non-touch)	LWR (Colm)		
	A17	PPE materials provided as needed.	Provided by LWR (Tina)	LWR (Tina)		
	A18	Sanitising materials made available for staffroom workspaces & resource room, computer room, photocopiers.	Provided for staff in the storeroom/resource room.	LWR (Tina)		
	A19	Classrooms decluttered & emptied.	Walls, cabinets, workstations, books removed.	Management aide – Maurice		
	A21	Teacher desks protected by polycarbonate screens.	Polycarbonate screens on all teacher desks except where it was requested not to have one.	LWR (Colm)		
	A21	Completion of Risk Assessment for return to school.	Risks outlined & planned for whole staff level.	Covid Response Team (SMT, Aide, LWR x 2)		
	A22	Enhance staff training in preparation for blended learning to promote student & staff competence in this area in the event of closure.	Digital strategy group presentation to staff re blended learning. 1 to 1 training on online teaching Staff currently online with 2 absent students.	Presentation by Ann & Maria Solve IT		
	A23	Ensuring all toilets have hot water washing facilities.	Hot water in all staff toilets.	Maurice		
	A24	CO2 monitors to be installed in classrooms	Monitors installed	Caretakers		
Covid Response Planning B	Safe & staggered return to school for students B1	Each year group have an individual induction class by class.	Induction of each class facilitated by Year Head, Principal, Tutor and Chaplain.	Year Head, Tutor, Principal, Chaplain	Aug 21	

				Covid Response Team		
	B2	Whole year assemblies replaced by class meetings.	Assemblies for each year group completed by Hear Head, Principal, Tutor	Year Head, Tutor, Principal, Covid Response Team		
	B3	Each year assigned a designated entrance to the school in the morning.	Each entrance per year group identified by school video on school app prior to return and at arrival on 1 st day per group.	Phone App, Tutor, Year Head		
	B4	Each year group assigned a designated social area for break time.	Social areas clearly identified on phone app/video and assembly per class group.	Phone app, Tutor, Year Head		
	B5	Provision made for social area space in all weather conditions.	Social Areas clearly identified at each class assembly.	Year Head/Tutor Covid Response Team		
	B6	Compliance that no more than 24 students occupy 49sqm classroom	Each classroom measured and clearly demarcated with numbered heating.	Management Aide		
	B7	Compliance that bigger rooms are provided for numbers in excess of 24..	Classrooms measured and marked at 1m intervals. New rooms created on site.	Management Aide		
	B8	Compliance that students are seated at 1m intervals at all times and seating areas are marked.	Each desk/chair measured & marked at 1m intervals.	Management Aide		
	B9	Removal of teacher lockers for social distancing Removal of student lockers to avoid queuing Removal of racks as obstructions along the corridor Removal of clutter from all classrooms to maximise space.	Storage containers used. Monastery rooms used for storage. Shredding machines used. Builders skips used.	Management Aide		
	B10	Hot water for washing hands.	Ensuring all toilets had hot water facilities.	LWR (Tina)		
	B11	Provision for additional mask supplies.	Additional supplies in Tina's office.	LWR (Tina)		
	B12	Provision of an appropriate isolation area.	Designated room in the Monastery.	LWR (Tina)		
	B13	Provision of discrete reception area for parents collecting sick students.	Designated reception areas in Monastery.	LWR (Tina)		
	B14	Provision of alternative option re uniform ,PE and traditional uniform.	Use of our PE uniform & BCS uniform to ensure change every 24	SMT, Year Heads		

			hours.		
	B15	Provision of additional entrances/exits.	Use of all practical classroom exits/entrances plus 4 corridor exits, and 4 courtyard exits from main building.	SMT, Year Heads	
	B16	Ensure students wear masks within class at all times (exception made re visors for students with medical conditions).	All students informed to have 2 masks. Students with medical needs wear visors.	All Staff	
	B17	Provision of additional supervision.	Devised supervision slots for all break times at all designated social areas.	Logistics put in place by Maurice & Tina	
	B18	Additional exits/entrances facilitate mask breaks enroute to classes (necessary students access to fresh air outside the building)	Provision made naturally between classes for mask breaks due to increased use of exit/entrances.	All staff and students	
	B19	Removal of school canteen to avoid social distancing dilemma.	Agreed to suspend canteen contract to avoid congestion & unavoidable queuing.	SMT	
	B21	Staggering of morning breaks to reduce corridor congestion.	Junior morning break between 10.40 – 10.55am Senior morning break between 10.00 – 10.15am	SMT/ Year Heads	
	B21	Staggering of lunch breaks to reduce corridor congestion.	Junior lunch break between 12.55 – 1.35pm Senior lunch break between 12.15 – 12.55pm	SMT/Year Heads	
	B22	Relocation of buses to minimise congestion outside of the school in the evenings.	Buses going to Tallow, Ballyduff, Conna etc (9) located on road facing westwards. Buses going eastwards located outside the main school (14)	Principal, Bus Eireann	
	B23	Creation of an information video on best and safe return to school.	Information video produced revealing Covid plans for BCS return to	Deputy Principal (Maria)	

			adequately prepare pupils for return.			
	B24	Creation of frequently asked questions document to facilitate safe return to school.	FAQ's material posted on the school phone app to address most common concerns.	Covid Response Team		
	B25	Removal of morning tutor meeting for roll call to avoid further student traffic and ensure this is reinforced in each class throughout the day.	Roll calls exclusively the role of classroom teacher throughout the day at beginning of each class and entered on vs ware accordingly.	SMT		
	B26	Regimented cleaning of desks & chairs before class and before the end of last class in the evening.	Sanitising materials provided in each classroom.	Staff & Students		
	B27	Reduce the weight of books that students will carry.	Have a whole staff, whole subject dept approach to establishing a rota re book requirements on a daily basis.	All staff, Subject Convenors, Year Heads		
	B26	Classroom cleaned each day.	Rota for cleaners clearly identified for each day of the week.	Cleaning/Caretaking staff & SMT		
	B29	Sanitising at entry/exit of school.	Provision of sanitisers/soap dispensers at main entry/exit points.	Covid Response Team		
	B30	Sanitising at entry to each class within each classroom.	Provision of sanitising equipment/ soap dispensers/paper rolls & wipes in each classroom with extra supplies available in our storeroom.	Maurice		
	B31	Provision of signage along the corridors of the school to promote HSE guidelines on Covid etiquette and reinforce social distancing.	Printing of relevant HSE posters (as recommended) by a local printing company for display in classrooms & corridors.	Colm (LWR) Tina (LWR)		
	B32	Monitoring social distance re numbers going to the toilet at any given time.	Records of students leaving class at any time and restricted numbers allowed access to toilets at break time	Colm & Tina		
	B33	Ensuring that on VSware system enables facilitation of student attendance & tracing.	Teachers ensure that rolls are imputed for every class in the day to ensure whereabouts are documented at all times	All Staff		

	B33	Numbering each desk to facilitate student tracing.	Each teacher records consistent seating plan to ensure record exists for contact tracing for each class if required subsequently.	All Staff		
	B34	Completion of Risk Assessment for return to school for all.	Specific risks & related precautions & responsibilities clearly outlined for all.	Covid Response Team		
	B35	Painting accepted seating areas to ensure social distancing in outdoor social area.	1 metre intervals emphasised by painted social area.	Caretaking staff		
	B36	Disabling the use of water fountains to eliminate communal use of same.	Avoidance of unnecessary queuing & communal use of water and reduced risk of slippery floor surfaces	Maurice		
	B37	Increased use of ventilation keeping doors, windows & vents open.	Doorways, vents, veluxes opened at all opportunities available subject to weather etc.	All Staff implement		
	B38	Reducing contact of doors ensuring that teachers have them opened for entry and exit for all classes.	Teachers ensure doors are opened at beginning and end of each class	All Staff		
	B39	Request for additional accommodation.	Procurement of 4 additional prefabricated classrooms	Principal		
	B40	Provision of extra classrooms.	6 new classrooms provided from existing space within the school Assembly Area (1) Upstairs in Sports Hall (1) Monastery (2) Library (1) Meditation Room (1)			
Covid Response Planning C Teaching & Learning	Safe & sanitised classroom environment	C1	Vices Set to 1M apart on benches	Distancing of 1M apart for student work	SJM	Aug 21
Engineering		C2	Students purchase Apron and Goggles and keep with them.	Lockers emptied and all school aprons washed.	SJM	

		Project pieces kept with students.	No sharing of PPE Goggles are per SEC Guidelines Storage cleaned out and sanitised.			
	C3	Complete online HSE Training before returning to work.	Staff informed of obligation re training in respective areas, teaching and non-teaching staff	SJM		
	C4	Analyse subject changes/requirement for practical room and implement changes.	Use SEC circular as guide for changes	SJM		
	C5	Demonstrations to be carried out by use of visualiser to minimise group gatherings or in each separate bench	No unnecessary gathering of students	SJM		
	C6	2 added “Stations” per bench for Drills / shaped files / needle files etc. All to be wiped after use.	All tools sanitised after use by each student.			
	C7	No student access to store rooms	Students remain at their benches, all movement limited	SJM		
	C8	Tools on display on desk – no longer hanging up, and tools sanitised after use.	Numbered trays on desk and wipes used to sanitise tools at end of class	SJM		
	C9	Perspex Visor on teachers desk	Teacher area separated from general room by visor	SJM		
	C10	Floors swept at end of all practical classes.	Room kept clean through-out the day.	SJM		
	C11	Students not to share equipment	Students to have all their own individual equipment or work from “Station Box” on desk	SJM		
	C12	All desks and stools numbered and matched with students on roll	Facilitation of contact tracing – all students traceable.	SJM		
	C13	All notes and photocopies are uploaded to Teams	All student work can be accessed at home by students	SJM		
	C14	Desks sprayed and stools sanitised at beginning of each lesson.	Sanitising after each 40-minute class. Furniture safe to use for all students	SJM		
	C15	Desks / Vices / Areas all sprayed at end of each day	Extra sanitising at end of working day.	SJM		
	C16	2 Hand Sanitisers installed at entrance and exit of classroom	Hand sanitising encouraged at both entrance and exit to room.	SJM		

	C17	Exit to Engineering room utilised as entrance and exit.	Exit door used as only exit from room to promote “Fresh Air” break and “Mask Break”.	SJM		
	C18	Exit to Engineering room utilised as entrance and exit.	Facilitate the movement of students and limit bodies on corridors.	SJM		
	C19	LC and JC project started earlier this year	SEC released projects earlier in case of closures.	SJM		
	C21	Commonly used tools, drill bits etc are separated for 72 after use.	“Isolation” of commonly used tools, replacements of tools ordered.	SJM		
Construction / Wood Technology	C21	Benches rearranged to ensure minium of 1m social distancing for Students	1m distance between desks	CP/ KF/ PC	Aug 21	
	C22	Demonstrations to be carried out by use of visualiser to minimise group gatherings	No unnecessary gathering of students	CP/ KF/ PC		
	C23	No student asscess to store rooms	Students remain at their benches	CP/ KF/ PC		
	C24	Lockers to remain unlocked, and tools sanitised after use.	Locker doors remain open to reduce surface contact, wipes used to sanitise tools at end of class	CP/ KF/ PC		
	C25	Fogger used to disenfect room at the end of the day	Room disinfected	Cleaners		
	C26	Floors swept at end of all practical classes.	Room kept clean through-out the day.	CP/ KF/ PC		
	C27	Students purchase own Goggles and keep with them.	No sharing of PPE	CP/ KF/ PC		
Graphics/ DCG	C26	Students not to share equipment	Students to have all their own individual equipment.	CP/ KF/ PC	Aug 21	
	C29	No storage for folders in room	All student work to be stored at home by students	CP/ KF/ PC		
	C30	Desks set to 1m apart	Distancing of 1M apart in classroom	CP/ KF/ PC/DC		
	C31	Computers spaced out to ensure social distancing	1m distance between computers	DC		
	C32	All chairs and desks to be wiped down with sanatiser at the end of all classes	Furniture safe to use for all students	CP/ KF/ PC/ DC		
		Students purchase their own set squares and masking	Classroom set squares removed from room with all students bringing their	DC, CP, KF & PC		

	C33	tape for use within the classroom	own equipment with them to school			
	C34	Students bring completed work home with them. Inform students that no worksheets are to be stored in the classroom and that storage of sheets is to happen at home	Classroom lockers and student storage folders removed from room.	DC, CP, KF & PC		
	C35	T-Squares are numbered and assigned to a respectively numbered desk. Students sanitise T-Squares at the beginning of each class	Students will use the same allocated sanitised T-Square in every Graphics class	DC, CP, KF & PC		
	C36	Computers set to at least 1m apart	Distancing of 1m apart in classroom	DC		
	C37	Computer keyboards and mice sanitised at the beginning of each computer session by students Students are allocated specific numbered machines	Students use the same, sanitised machine for each computer session within the DCG room	DC		
	C38	Analyse subject changes/requirement for practical room and implement changes.	Use circular as guide for changes	DC		
Science Subjects	C39	Students set 1M apart on benches	- Distancing of 1M apart in classroom - Back benches in labs removed. - Removal of taps from benches to ensure adequate distancing of 1M apart.	AML, MJM, BB, BT, PJ, RF	Aug 21	
	C40	Ventilation and one way system in the lab.	-Windows and vents open at all times. -Doors open. - Entry and Exit doors into the Lab.	AML, MJM, BB, BT, PJ, RF		
	C41	Complete online HSE Training before returning to work.	-Staff informed of obligation re training in respective areas, teaching and non-teaching staff	AML, MJM, BB, BT, PJ, RF		
	C42	Analyse subject changes/requirement for practical room and implement changes.	-Use circular as guide for guidance. -Change from group practical to demonstrations, videos, at home experiments.	AML, MJM, BB, BT, PJ, RF	Review at Halloween	

	C43	Minimistaion of bag weight for students.	-No books used in class. -Hardback only required. -Homework posted on Teams.	AML, MJM, BB, BT, PJ, RF		
	C44	Reduce surfaces which require sanitisation and cleaning.	-Removal of posters. -Removal of science equipment, all stored in cupboards and prep rooms.	AML, MJM, BB, BT, PJ, RF		
Art / Visual Art and Design	C45	Complete online HSE Training before returning to work.	Staff informed of obligation re training in respective areas, teaching and non-teaching staff.	N.H A.L U.O'D	Aug 21	
	C46	All Seats/workspaces 1M apart	Distancing of 1M apart in classroom	N.H		
	C47	Seat Plan to aide with contact tracing.	Students know sitting arrangements and don't move.	N.H A.L UO'D		
	C48	Each room is equipped with gloves, sanitizing spray station, and wipes are used to sanitizing hand, seats desks and equipment before and after use.		N.H		
	C49	Print and laminate A2 Covid Poster re safe Practice in the Art rooms	Visible to students	N.H		
	C50	Analyse subject changes/requirement for practical room and implement changes.	Use circular as guide for changes	N.H		
	C51	Art Pack to hold sketchbook and materials for all students. Zip lock bag to hold additional supplies.	Reduces students sharing materials	N.H		
	C52	Teachers use plastic boxes for individual class group equipment.	Reduces unnecessary student handling of materials	N.H A.L U.O'D		
	C53	Use of Teams to post work, power point, and receive homework/ feedback.	Allows continuous contact with students	N.H		

Home Economics	C54	Cookery benches set to 1 M apart	- Distancing of 1M apart in classroom	All members of Dept.	Sept 21	Achieved
	C55	Students bring in apron, tea towel and oven gloves	No sharing of aprons/oven gloves – if student doesn't have any at home – they can use a school apron which is washed at 60 OC	All members of Dept.	As above	As above
	C56	work stations sanitised before and after cooking	Every student sanitised work bench, cooker sink			
	C57	Analyse subject changes/requirement for practical room and implement changes.	Use circular as guide for changes	All members of Dept.		
	C58	Students bring home their own dish- no tasting other students food	Lunchbox is compulsory	All members of Dept.		
	C59	Work stations are numbered – all work stations now have their own equipment in a press – limit movement	Boxes used to separate equipment	All members of Dept.		
	C60	Equipment is washed thoroughly in hot water after use and dried properly	Equipment washed thoroughly	All members of Dept.		
	C61	Wash dishcloths after every class at 60 C	Dishcloths sanitised	All members of Dept.		
	C62	Disposable gloves used if using shared equipment	Gloves supplied	All members of Dept.		
	C63	Teacher wears disposable gloves as required	Gloves in kitchens at all times	All members of Dept.		
	C64	Students work individually / work in pairs at 1 M apart	Students stand at units one metre apart	All members of Dept.		
	C65	Removal of posters from walls – easy clean		All members of Dept.		
	C66	Windows open		All members of Dept.		
	C67	Use of entry and exit doors	Door left open throughout class	All members of Dept.		
	C68	Not using books in class every day	Use of e books	All members of Dept.		
	C69	Cookers, sinks and units sanitised after cooking	Sanitiser / hot water and dish cloth supplied	All members of Dept.		
	C70	Students bring in all ingredients and bring home their dish	Students bring ingredients in lunchbox and bring home their own dish	All members of Dept.		

Covid Response Planning D All details in accompanying Risk Assessment document as below	D1	General requirements				
	D2	Surfaces & Cleaning				
	D3	Contact Risk				
Covid Response Planning E Exam Protocol	Oral Exams (Irish, German, French)	1 student will be examined at a time.		Exam aide and examiner	Aug 21	
	E1					
	E2	Each candidate is assigned a time to arrive to avoid any overlap of students.	All people arrive on time	Exam Aide		
	E3	Both the examiner and candidate are to wear face masks at all times.	Masks worn at all times	All parties		
	E4	In line with social distancing, all desks will be a minimum of 2 meters apart.	2m distance obtained	Exam Aide		
	E5	The examiner is to sit behind the protective screen	Sitting behind screen			
	E6	All doors are to be opened to ensure adequate ventilation.	Good ventilation	Exam Aide		
	E7	Velux windows to be opened.	Good ventilation	Exam Aide		
	E8	All people present should sanitise their hands on arrival, and on return from bathroom breaks etc	Sanitiser use appropriately	All parties		
	E9	The room will be pre sanitised by the caretakers and cleaned after each candidate leaves the centre. 15 mins allowed for sanitising between candidates. Room will be sanitised on the completion of the exam by the caretaking staff.	room cleaned	Caretakers and cleaners		
	E10	Students are asked to wait until the recording has been verified before leaving.	students waste until told to leave	Student and examiner		
	E11	Students are advised not to congregate before or after the exam.	students leave building immediately	Exam Aide		

	State Examinations: Leaving Certificate E12	In line with social distancing, all desks will be a minimum of 2 meters apart	2m distance obtained	Exam Aide	Aug 21	
	E13	Sanitiser to be place on table outside room for general use.	sanitizer on desk outside	Exam Aide		
	E14	Superintendents to have completed appropriate Covid-19 declaration form and follow guidelines as outline by the State Exams Commission.	all guidelines followed	Superintendent		
	E15	All doors are to be opened to ensure adequate ventilation. (courtyard and main entrance doors.) Velux windows to be opened.	good ventilation	Exam Aide		
	E16	All students and supervisors must wear a face mask from entering the building.	masks worn at all times	All parties		
	E17	All people present should sanitise their hands on arrival, and on return from bathroom breaks etc	sanitizer used correctly	All parties		
	E18	Chairs and desks will be pre sanitised by the caretakers before each examination. The Fogger will be used in addition to all furnishings being wiped down	rooms sanitised	Cleaners		
	E19	Extra sanitiser and blue paper will also be available for use if needed.	extra supplies available	Exam Aide		
	E21	Room will be sanitised on the completion of the exam by the caretaking staff.	room sanitised after exam	Cleaners		
	E21	Students are advised not to congregate before or after the exam.	students leave building immediately	Exam Aide		
	E22	Sign in sheet for Attendants to record times present to be placed in reception area.	all students sign in	Exam Aide		
	Language Proficiency Exam E23	In line with social distancing, all desks will be a minimum of 2 meters apart	2m distance obtained	Exam Aide	Aug 21	
		Sanitiser to be place on table outside room for general use.	sanitizer used appropriately	Exam Aide		
		All doors are to be opened to ensure adequate ventilation. (courtyard and main entrance doors.) Velux windows to be opened.	good ventilation	Exam Aide		

		All students and supervisors must wear a face mask from entering the building.	Masks worn at all times	All parties		
		All people present should sanitise their hands on arrival, and on return from bathroom breaks etc	sanitizer used appropriately	All parties		
		Chairs and desks will be pre sanitised by the caretakers before each examination. The Fogger will be used in addition to all furnishings being wiped down	rooms sanitised	Cleaners		
		Extra sanitiser and blue paper will also be available for use if needed.	extra supplies available	Cleaners and Exam Aide		
		Room will be sanitised on the completion of the exam by the caretaking staff.	rooms sanitised	Cleaners		
		Students are advised not to congregate before or after the exam.	students leave building immediately	Exam Aide		
		Sign in sheet for Attendants to record times present to be placed in reception area.	all attendants sign in	Exam Aide		
Covid Response Planning	F1	Special provision for car parking, near entrance of the school to minimise walking distance to classrooms.	Spaces utilised by pregnant members of staff	Denis Ring	Aug 21	Achieved
F Pregnant Employees	F2	Offer of online teaching (working from home) to be given to pregnant members of staff to minimise and health risks	Online teaching platform used by teachers.	Denis Ring	Aug 21	Achieved

Appendix A - COVID-19 Risk Assessment – Part 1. General Requirements

Hazard / Risk	Hazard / Risk Present?	Controls / Actions	Control Complete	Date Completed	Completed by
Risk of transmission of infection from inadequate physical distancing	yes	<ul style="list-style-type: none"> Remote working is facilitated, where possible. A remote working policy is in place and ICT infrastructure / facilities to support working from home is provided. Staff who are at higher risk, as outlined in the HSE At-Risk Groups, have been identified and continue to work from home. Number of individuals (staff, volunteers, service providers/users, visitors) allowed in the workplace / location is restricted. Staff off-site visits to external locations are avoided, where possible. Guidance is provided to those who conduct site visits in third-party locations. Physical distancing measures, where individuals shall be present, have been implemented. Where physical distancing cannot be ensured by organisational means, alternative protective measures are in place. Staggered lunch breaks to alleviate overcrowding One way system both internally and externally introduced 	Y	16/8/21	M.O'Brien, A.Bennett D.Ring
			Y	17/8/21	Tina (LWR), D Ring
			Y	26/8/21	M.Geary
			Y	26/8/21	M.Geary
			Y	26/8/21	
			Y	Ongoing	
Inadequate supply of hygiene control	yes	<ul style="list-style-type: none"> Sufficient hand washing and hand sanitising facilities have been provided in convenient locations that can be easily and frequently accessed. Stations, as appropriate, are available for anyone involved in outdoor activities and / or personal hand sanitisers are provided; A monitoring system is in place to ensure that stations are regularly checked and replenished; Hand sanitisers are provided to staff who work off-site; Tissues for coughing and sneezing are available throughout the workplace. Carbon Dioxide monitors installed in classrooms to monitor ventilation 	Y	26/8/21	M.Geary
			Y	26/8/21	Tina/Colm(LWR's)
			Y	26/8/21	Tina (LWR)
			Y	26/8/21	Tina/Colm (LWR)
			Y	4/9/21	Caretakers
Inadequate supply of PPE	yes	<ul style="list-style-type: none"> Adequate supplies of suitable PPE for required tasks are provided; Additional PPE (enclosed eye protection and FFP2 mask, if available) is provided and must be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. A mask is available to give a person if she/he is displaying symptoms consistent with COVID-19 to limit droplet dispersion; 	Y	Ongoing	Caretakers
			Y	26/8/21	Tina/Colm (LWR)

		<ul style="list-style-type: none"> • Staff have been provided with any necessary PPE to perform cleaning / disinfection tasks. • Individuals are informed that prior to donning PPE, and on their removal, they should wash / sanitise their hands thoroughly. • Arrangements are in place for the monitoring, cleaning, inspection, maintenance and disposal of PPE, where appropriate. • Where the use of PPE is required, staff have been trained in the correct fitting, use, removal, cleaning, storing and disposal of PPE. 	Y	26/8/21	Tina (LWR)
			Y	26/8/21	Tina/ Colm (LWR)
			Y	26/8/21	M.Geary/ Colm (LWR)
			Y	26/8/21	Tina (LWR)
Inadequate level of communication to all relevant individuals	yes	<ul style="list-style-type: none"> • All staff who are returning to the workplace are provided with a training programme which includes information as outlined in the HSA Employer Checklist Number 3: induction / familiarisation. • Staff complete the online COVID-19 return to work form. • Posters, notices and signs are displayed in prominent places outlining: <ul style="list-style-type: none"> o the signs and symptoms of COVID-19; o the procedure to follow if they or a colleague develops symptoms of COVID-19 while in the workplace / location; o control measures which should be followed – social distancing, hand and respiratory hygiene, and minimising contact; o hand washing instructions. • A lead worker representative has been appointed and provided with the necessary information to complete their role. • Agreed lines of communication are implemented with the lead worker representative, including how staff raise any concerns, report any incidents and feedback on controls measures while also providing them with relevant up-to-date information e.g. changing control measures, national advices etc. • A system is implemented to keep up-to-date with updated national and international guidelines. 	Y	24/8/21	D.Ring
			Y	26/8/21	M.O'Brien
			Y	27/8/21	M.Geary
			Y	21/8/21	D.Ring
			Y	24/8/21	D.Ring/ Colm (LWR)
			y	Ongoing	D.Ring
Site specific controls:					
See A-e above for site specific controls					

COVID-19 Risk Assessment - Part 2. Surfaces & Cleaning

Hazard / Risk	Hazard / Risk Present?	Controls / Actions	Control Complete	Date Completed	Completed by
Risk of transmission of infection from frequently touched surfaces		<ul style="list-style-type: none"> • Areas and surfaces which are frequency touched are identified. • The number of touch surfaces have been reduced. • Work practices are organised to reduce the flow of individuals around the workplace. • The sharing of items, such as cups, bottles, is avoided and workspaces, electronics etc are allocated for individual use. • Staff are informed to clean any personal items they have brought to work and to avoid leaving them down on communal surfaces. Storage areas are provided where possible. • Ventilation is improved by opening doors and windows where it does not conflict with fire safety arrangements. This also reduces contact with door and window handles. 	Y	21/8/21	M.Geary
			Y	26/8/21	M.Geary
			Y	26/8/21	M.Geary
			Y	26/8/21	Colm (LWR)
			Y	26/8/21	Colm (LWR)
			y	Ongoing	All staff
Risk of transmission of infection from surfaces due to lack of cleaning		<ul style="list-style-type: none"> • A cleaning procedure is developed which includes the item, frequency, type / level, products / PPE required and who completes the tasks. This information is communicated to all relevant staff. • The cleaning procedure also outlines the procedure for cleaning an area where a person with possible or confirmed COVID-19 has been. • Safety data sheets and risk assessment are available for each chemical product and information on use communicated. • Disposable cleaning equipment is used where possible. Staff ensure that reusable equipment (mops etc) is clean prior to use. • Frequently touched surfaces are visibly clean at all times, are cleaned at least twice daily and records maintained. • Washrooms and surfaces in communal areas are cleaned at least twice daily and when visibly dirty. Washroom facilities are disinfected in addition to cleaning. Records are maintained on site. • Staff are provided with essential cleaning materials to keep their own workspace clean. Consider use of covers which can be wiped for electronics. • Communal areas have been reviewed and any non-essential items such as magazines, newspapers, leaflets removed. • Number of waste collection points are increased, and these are emptied regularly throughout and at the end of each day; • A monitoring system for checking on supplies is implemented including but not limited to: disinfectant wipes, disinfection products, paper towels, waste bins, bags, PPE relevant to the workplace and activities. 	Y	26/8/21	D.Ring
			Y	26/8/21	D.Ring
			Y	26/8/21	Tina (LWR)
			Y	26/8/21	Cleaning staff
			Y	Ongoing	Cleaning staff
			Y	Ongoing	Tina/Colm
			Y	Ongoing	(LWR's)
			Y	26/8/21	M.Geary
			Y	Ongoing	Cleaning staff
			Y	Ongoing	Colm/Tina

		<ul style="list-style-type: none"> Fogging to be completed each evening after school 	Y	26/8/21 ongoing	(LWR) Caretakers
Risk of transmission of infection from traveling to and from school events		<ul style="list-style-type: none"> Staff travel in their own vehicles where possible. Where shared vehicles are necessary additional protective measures are implemented e.g. face covering, increase ventilation etc. Students should be encouraged to walk or cycle to school where possible Students travelling on buses must wear face coverings, maintain physical distancing while waiting for transport etc. Staggered pick up/ drop off times for transport providers and parents bringing students to/from school should be arranged where possible 	Y	26/8/21	D.Ring-all staff
			Y	26/8/21	D.Ring
			Y	26/8/21	D.Ring
			Y	26/8/21	D.Ring
Site specific controls:					
See A-E above for site specific controls					

COVID-19 Risk Assessment – Part 3. Contact Risk

Hazard / Risk	Hazard / Risk Present?	Controls / Actions	Control Complete	Date Completed	Completed by
Risk of transmission of infection from contact - contractors, visitors, etc.	yes	<ul style="list-style-type: none"> • Where business critical service providers / service users / visitors are required to attend the workplace, a controlled access process is implemented which includes: <ul style="list-style-type: none"> o an approval process for attendance. o completion of the visitor /contractor COVID-19 questionnaire. o provision of information relating to control measures. • The control of contractors’ policy and code of conduct are reviewed and take into consideration any additional control measures and instructions. • Building site and contractors kept separate in all areas 	Y	26/8/21	Secretarial staff
			Y	26/8/21	M.O’Brien
			Y	26/8/21	Tom O Brien construction
Risk of transmission of infection from suspected case	yes	<ul style="list-style-type: none"> • An isolation area and route to the area is identified and is accessible to people with disabilities. Staff are aware of the location. • The following is made available at the isolation area: <ul style="list-style-type: none"> o ventilation, e.g. fresh air ventilation / ability to open a window o tissues o hand sanitiser o disinfectant and/or wipes o gloves, masks o waste bags o pedal-operated, closed bin • A trained response team e.g. manager, lead worker representative, first responders, cleaning staff have been identified and trained in their roles for managing a suspected case. • All contact lists are up-to-date. • A procedure / checklist for managing suspect case is in place. • All staff/volunteers/service providers/service users/visitors know procedure for logging attendance i.e. COVID-19 contact log. • All confirmed cases of COVID-19 are reported to the SCA in line with their guidance. 	Y	16/8/21	D.Ring
			Y	26/8/21	Tina/Colm (LWR)
			Y	26/8/21	Tina (LWR)
			Y	26/8/21	Tina(LWR)
			Y	26/8/21	Tina (LWR)
			Y	26/8/21	Colm (LWR)
			Y	Ongoing	D.Ring
Site-specific controls:					

See A-C above for site specific controls					
--	--	--	--	--	--

Signed: **Declan Doocey** (Chairperson of Board of Management) _____

Signed: **Denis Ring** (Principal) _____

Date: 21st September 2021