

Our Lady Queen of the Apostles NS COVID-19 Response Plan

Risk Assessment

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

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place ?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
1. Contamination amongst adults	Y	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	<ul style="list-style-type: none"> ➤ Follow public health guidance from HSE re hygiene and respiratory etiquette ➤ Complete School COVID-19 Policy Statement ➤ Return to Work Forms received and reviewed ➤ Induction Training provided ➤ Contact log in place ➤ Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist 	Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff	
2. Cross Contamination from non-staff members.	Y	Illness	H	Guidelines and Information sheet for Parents on the website and communicated via text message. Parents Association consulted and disseminating information also.	Y	<ul style="list-style-type: none"> ➤ COVID 19/Social Distancing posters displayed outside ➤ Parents to drop pupils to the yard. No entry to the school premises. ➤ Staggered Entrances 	Parents Pupils Mary	

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<p>2. Cross Contamination from non-staff members (continued)</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Guidelines and Information sheet for Parents on the website and communicated via text message. Parents Association consulted and disseminating information also.</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Staggered Exits ➤ Parents to leave pupils who are late at the main door. ➤ Forgotten items to be brought to the main door – intercom system used. ➤ Hand sanitising and contact tracing form essential for visitors. 	<p>Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff</p>	
<p>3. Cross Contamination between pods/bubbles.</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Information sent out to parents on the website. Staff meeting and guidelines set out prior to return to school. Classroom Layout Ventilation in all rooms</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Pupils from 3rd – 6th class to remain in pods within the classroom as much as possible. ➤ Staggered breaks for different class levels at yard time. ➤ Face coverings to be worn by teachers and SNAs where a distance of 2m can't be applied. ➤ SET to remain with the same class bubble as much as possible. ➤ Stationary items or activities not to be shared amongst pupils. ➤ Activities in Junior Infants – 2nd Class to be kept within a pod and cleaned. 	<p>Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff</p>	

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<p>4. Contamination between Staff Members</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Aladdin – Internal communication of all information to all staff.</p> <p>Zoom Staff meetings prior to a return to work</p> <p>Induction Training</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Hand Sanitising ➤ Return to work form ➤ Completion of induction training ➤ Staggered breaks, entrance and exits ➤ Use of face coverings ➤ COVID response plan on Aladdin ➤ Staffroom use limited – use of own utensils, sanitising station, appliances wiped down and social distancing ➤ One-way walking system 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>All Staff</p>	
<p>5. General Contamination</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Dissemination of all information to staff, parents and pupils before our return to work.</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ PPE equipment on site ➤ Daily cleaning Regime by school cleaners ➤ Sanitising basket in each classroom ➤ Signs and posters re social distancing and hand hygiene around the school ➤ Collaboration and communication amongst staff. 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>All Staff</p> <p>Parents</p> <p>Pupils</p>	

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<p>6. Contamination through lack of Hand Hygiene</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Use of department posters and signs. Procurement of hand washing items.</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Wet area in each classroom – hand sanitiser, liquid soap, pedal bins, paper towels ➤ Hand sanitiser at entrances, in classrooms, staffroom, bathrooms. ➤ Handwashing education for all children ➤ Signs and posters of good hand hygiene around the school and in classrooms. ➤ Cleaning Induction training for staff. 	<p>Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff Pupils</p>	
<p>7. Contamination through lack of use of PPE</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Induction training provided Procurement of PPE</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Completion of Induction training ➤ PPE available for when 2m social distancing can't apply. ➤ All visitors wear a face covering ➤ Signs in the school environs reminding parents to wear face coverings at the gates. ➤ Isolation room designated ➤ First Aid procedures 	<p>Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff Visitors Parents</p>	

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8. Contamination through Toilet Use	Y	Contamination	M	Staff meeting – dissemination of information Procurement of hand washing items	Y	<ul style="list-style-type: none"> ➤ Daily cleaning Regime in place ➤ Toileting procedures for Break times. ➤ Designated staff toilets. 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>All Staff</p>	
9. Contamination in the Office area	Y	Contamination	M	<p>Deep Clean</p> <p>Intercom system in place</p> <p>Perspex glass and window (secretary office)</p> <p>Ventilation</p>	Y	<ul style="list-style-type: none"> ➤ Visits by appointment only ➤ Procedures in place for late comers and forgotten items ➤ Face coverings, gloves and sanitisers available. 	<p>John Murphy (Principal)</p> <p>Patricia Hand Secretary)</p> <p>Visitors Staff</p>	
10. Contamination in the Staffroom	Y	Contamination	M	<p>Deep Clean</p> <p>Staff meeting to disseminate information</p>	Y	<ul style="list-style-type: none"> ➤ Maximum 15 people ➤ Signs and reminders visible ➤ Wipes and sanitisers available for appliances. ➤ Daily cleaning regime 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>All Staff</p>	

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<p>11. Contamination in the school yards</p>	<p>Y</p>	<p>Contamination</p>	<p>M</p>	<p>Guidelines/ Information disseminated to staff, pupils and parents</p> <p>Staggered breaks</p> <p>Outdoor signage</p> <p>Collection points assigned</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Children to play in bubbles. ➤ Staggered break timetables ➤ Toileting procedures in place – daily cleaning regime ➤ Individual yard books ➤ Lines painted and assigned a letter. ➤ Signs and posters re social distancing ➤ Protocols for infant collection. 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>All Staff</p>	
<p>12. Contamination through inappropriate First Aid</p>	<p>Y</p>	<p>Illness</p>	<p>M</p>	<p>First Aid Responders – Ciara Lanigan, Derek Murray, Pamela Owens</p> <p>Induction Training</p> <p>Sick Bay Protocols</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ PPE for first aid officers ➤ Trained first aid responders ➤ Sick Bay protocols for Ms Sharkey ➤ Isolation room designated ➤ Cleaning regime in place ➤ Medical list available to all staff ➤ Induction training completed 	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>John Murphy (Principal)</p> <p>Ciara Lanigan</p> <p>Derek Murray</p>	

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<p>13. Contamination through lack of Cleaning</p>	<p>Y</p>	<p>Contamination</p>	<p>M</p>	<p>Additional cleaning hours daily Cleaning checklist Cleaning induction training video Procurement of Cleaning products</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Cleaners to do an additional 2 and a half hours daily ➤ Cleaning checklist to be completed daily ➤ PPE made available ➤ Cleaning products available in each classroom to be used throughout the day. ➤ Management/Lead Worker Representative protocols in place ➤ Checklist on Aladdin for all staff ➤ Isolation room identified ➤ Cleaning regime in place ➤ PPE and thermometers available ➤ Parent records updated ➤ Induction training completed ➤ Return to work form ➤ Report concerns to LWR ➤ Wellbeing – Spectrum 	<p>Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) Cleaners Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff Mary Carolan (LWR) Pamela Owens (ALWR)</p>	
<p>14. Contamination through Symptomatic staff or pupils in school</p>	<p>Y</p>	<p>Illness</p>	<p>H</p>	<p>Induction Training Symptomatic Checklist</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Induction training completed ➤ Return to work form ➤ Report concerns to LWR ➤ Wellbeing – Spectrum 	<p>Mary Carolan (LWR) Pamela Owens (ALWR) John Murphy (Principal) All Staff Mary Carolan (LWR) Pamela Owens (ALWR)</p>	
<p>15. Contamination through lack of Personal Care</p>	<p>Y</p>	<p>Contamination</p>	<p>H</p>	<p>Induction training Well being programme linked on Aladdin and spoken about at the staff meeting</p>	<p>Y</p>	<ul style="list-style-type: none"> ➤ Induction training completed ➤ Return to work form ➤ Report concerns to LWR ➤ Wellbeing – Spectrum 	<p>Mary Carolan (LWR) Pamela Owens (ALWR)</p>	

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16.	Y	Contamination	M	One-way system in place Yellow hazard tape	Y	<ul style="list-style-type: none"> ➤ Signs and posters to remind pupils about the one-way system. ➤ Teachers to lead their pods and bubble around the school. 	John Murphy (Principal) All Staff	
17.	Y	Contamination	M	Information pack disseminated on the school website Parents Association in place HSCL communication	Y	<ul style="list-style-type: none"> ➤ Visitors by appointment only ➤ Face coverings to be worn. ➤ Regular updates as per HSE guidelines on our website. ➤ Text a parent available. 	John Murphy (Principal) Visitors Rachel Kerins (HSCL)	
18.	Y	Contamination	H	Travel restrictions and Green List information posted on our school website.	Y	<ul style="list-style-type: none"> ➤ Directives on the website with regards to quarantine. ➤ Parents notified. 	John Murphy (Principal)	

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

Risk Assessment carried out by: _____

Date: / /

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