

## 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 if/when controls outstanding *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
1. COVID-19	N	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"> <li>➤ Follow public health guidance from HSE re hygiene and respiratory etiquette</li> <li>➤ Complete School COVID-19 Policy Statement</li> <li>➤ Return to Work Forms received and reviewed</li> <li>➤ Induction Training provided for all new staff</li> <li>➤ Contact log in place</li> <li>➤ Complete checklists as required:</li> <li>School Management</li> <li>How to deal with a suspected case</li> <li>Other school specific checklist</li> </ul>	Mary Carolan (LWR) Pamela Owens (ALWR) Fiona Morley (Principal) All Staff	
2. Cross Contamination from non-staff members.	N	Illness	H	Guidelines and Information sheet for Parents on the website and communicated via Aladdin Connect. Parents Association consulted and disseminating information also.	Y	<ul style="list-style-type: none"> <li>➤ COVID 19/Social Distancing posters displayed outside</li> <li>➤ Parents to drop pupils to the yard. No entry to the school premises.</li> </ul>	Parents Pupils Mary	

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

<p>2. Cross Contamination from non-staff members (continued)</p>	<p>N</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"> <li>➤ Staggered Entrances</li> <li>➤ Staggered Exits</li> <li>➤ Parents to leave pupils who are late at the main door.</li> <li>➤ Forgotten items to be brought to the main door – intercom system used.</li> <li>➤ Hand sanitising and contact tracing form for essential visitors with appointments only.</li> </ul>	<p>Carolan (LWR) Pamela Owens (ALWR) Fiona Morley (Principal) All Staff</p>	
<p>3. Cross Contamination between pods/bubbles.</p>	<p>N</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 (Ventilation guidelines updated as per further release of information in February 2021 – windows fully open when rooms empty and partially open when classroom is in use)</p>	<p>Y</p>	<ul style="list-style-type: none"> <li>➤ Pupils from 3<sup>rd</sup> – 6<sup>th</sup> class to remain in pods within the classroom as much as possible.</li> <li>➤ Staggered breaks for different bubbles at yard time.</li> <li>➤ Face coverings to be worn by teachers and SNAs</li> <li>➤ SET to remain with the same class bubble as much as possible.</li> <li>➤ Stationary items or activities not to be shared amongst pupils.</li> <li>➤ Activities in Junior Infants – 2<sup>nd</sup> Class to be kept within a pod and cleaned</li> </ul>	<p>Mary Carolan (LWR) Pamela Owens (ALWR) Fiona Morley (Principal) All Staff</p>	

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

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

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

6. Hand Hygiene	N	Illness	H	<p>Use of department posters and signs.</p> <p>Procurement of hand washing items.</p>	Y	<ul style="list-style-type: none"> <li>➤ Wet area in each classroom – hand sanitiser, liquid soap, peddle bins, paper towels</li> <li>➤ Hand sanitiser at entrances, in classrooms, staffroom, bathrooms.</li> <li>➤ Handwashing education for all children</li> <li>➤ Signs and posters of good hand hygiene around the school and in classrooms.</li> <li>➤ Cleaning/ Induction training for new staff.</li> </ul>	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>Fiona Morley (Principal)</p> <p>All Staff</p> <p>Pupils</p>	
7. Use of PPE	N	Illness	H	<p>Induction training provided</p> <p>Procurement of PPE – updated guidelines with regards to PPE adhered to (August 2021)</p>	Y	<ul style="list-style-type: none"> <li>➤ Completion of Induction training for new staff</li> <li>➤ PPE available for when 2m social distancing can't apply.</li> <li>➤ All visitors wear a face covering</li> <li>➤ Signs in the school environs reminding parents to wear face coverings at the gates.</li> <li>➤ Isolation room designated</li> <li>➤ First Aid procedures</li> </ul>	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>Fiona Morley (Principal)</p> <p>All Staff</p> <p>Visitors</p> <p>Parents</p>	

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

8. Toilet Use	N	Contamination	M	<p>Staff meeting – dissemination of information</p> <p>Procurement of hand washing items</p> <p>Employment of additional cleaner</p>	Y	<ul style="list-style-type: none"> <li>➤ Daily cleaning Regime in place</li> <li>➤ Toileting procedures for Break times.</li> <li>➤ Designated staff toilets.</li> <li>➤ Cleaning staff in during the day</li> </ul>	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>Fiona Morley (Principal)</p> <p>All Staff</p>	
9. Office area	N	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"> <li>➤ Visits by appointment only</li> <li>➤ Procedures in place for late comers and forgotten items</li> <li>➤ Face coverings, gloves and sanitisers available.</li> </ul>	<p>Fiona Morley (Principal)</p> <p>Patricia Hand Secretary)</p> <p>Visitors Staff</p>	
10. Staffroom	N	Contamination	M	<p>Deep Clean</p> <p>Staff meeting to disseminate information</p> <p>Additional designated lunch areas</p>	Y	<ul style="list-style-type: none"> <li>➤ Maximum 10 people</li> <li>➤ Signs and reminders visible</li> <li>➤ Wipes and sanitisers available for appliances.</li> <li>➤ Daily cleaning regime</li> </ul>	<p>Mary Carolan (LWR)</p> <p>Pamela Owens (ALWR)</p> <p>Fiona Morley (Principal)</p> <p>All Staff</p>	

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

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

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

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

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

16. Movement around the school	N	Contamination	M	One-way system in place Wall mounted hand sanitisers and signage at the entrance	Y	<ul style="list-style-type: none"> <li>➤ Signs and posters to remind pupils about the one-way system.</li> <li>➤ Teachers to lead their pods and bubble around the school.</li> </ul>	Fiona Morley (Principal) All Staff	
17. Visitors to school	N	Contamination	M	COVID tracing log Information pack disseminated on the school website Parents Association in place HSCL communication	Y	<ul style="list-style-type: none"> <li>➤ Essential Visitors by appointment only</li> <li>➤ Complete COVID log with secretary</li> <li>➤ Face coverings to be worn.</li> <li>➤ Regular updates as per HSE guidelines on our website.</li> <li>➤ Text a parent available.</li> </ul>	Fiona Morley (Principal) Visitors Rachel Kerins (HSCL)	
18. Pupils Travelling outside of school	N	Illness	H	Travel restrictions and Green List information on the school website and Aladdin connect	Y	<ul style="list-style-type: none"> <li>➤ Directives on the website and Aladdin connect with regards to quarantine.</li> <li>➤ Parents notified</li> </ul>	Fiona Morley (Principal)	
19. Contamination of the PE hall	Y	Contamination	H	Dissemination if information via staff meetings		<ul style="list-style-type: none"> <li>➤ Ventilation – Two doors opened at all times</li> <li>➤ Equipment cleaned after bubbles used</li> <li>➤ PE advised outside where possible</li> </ul>	Fiona Morley (Principal) All staff	



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

								➤ Surfaces wiped after break times							

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: Dorman Tanner

Date: 31/08/2021