

<b>Organisation:</b>	Bunscoil na Toirbhirte
<b>Address:</b>	Church Road, Mitchelstown, Co. Cork, P67 FE82
<b>Revision:</b>	1.0
<b>Date:</b>	13 <sup>th</sup> August 2020
<b>Prepared by:</b>	Safety Solutions Group

# Bunscoil na Toirbhirte COVID-19 Risk Assessment, August 2020



## Risk Definition and Matrix

### Likelihood Categories

Category	Definition
1	Improbable
2	Low
3	Medium
4	High
5	Very High

### Consequence Categories (Safety)

Category	Definitions
1	Insignificant/minor first aid, no time off, no loss
2	Lost time, recoverable, (strain, sprain, laceration, dermatitis)
3	Temporary disability, recoverable (minor fracture, asthma, deafness, concussion)
4	Permanent disability, survivable (major fractures, amputation, head injuries, eye injuries, poisoning)
5	Causing death to one or more people (fatal injuries, occupational cancer, fatal disease/fire)

Category	Definitions
Low	Acceptable level of risk. Risk is controlled as far as reasonably practicable. Existing Controls to be continuously monitored.
Medium	Should aim to reduce risk further to <b>As Low As is Reasonably Practicable</b> . (ALARP)
High	Unacceptable level of risk. Hazard <b>MUST</b> be avoided, or level of Risk reduced significantly & reliably by controls.

### Risk Matrix

		LIKELIHOOD				
		1	2	3	4	5
SEVERITY	5	LOW	MED	HIGH	HIGH	HIGH
	4	LOW	MED	HIGH	HIGH	HIGH
	3	LOW	MED	MED	HIGH	HIGH
	2	LOW	LOW	MED	MED	MED
	1	LOW	LOW	LOW	LOW	LOW

## COVID-19 Risk Assessment

**Date Assessed:** 13<sup>th</sup> August 2020

**Assessed by:** Safety Solutions Group

**Responsibility for Implementation:** Board of Management (BOM) and the School COVID-19 Response Team

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>COVID-19: Staff or Pupils with Symptoms attending school.</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>Any individual displaying the following symptoms to immediately self-isolate, not to attend school, and contact their GP: a fever (high temperature - 38 degrees Celsius or above), cough, shortness of breath, breathing difficulties or loss or change to sense of smell or taste.</li> <li>Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation.</li> <li>Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement.</li> <li>Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly. Written protocols shall be in place for a suspected or confirmed case of COVID-19 within the school including the provision of an isolation room and all necessary equipment.</li> <li>Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (details at Section 8).</li> <li>COVID-19 Response Plan for the safe and sustainable</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					reopening the school shall be in place. <ul style="list-style-type: none"> <li>• Everyone entering the school building shall perform hand hygiene with a hand sanitizer.</li> <li>• Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point.</li> <li>• Physical distancing should be maintained between staff and visitors where possible.</li> </ul>			
<b>COVID-19</b> <b>Staff and/or pupils contracting or transmitting COVID-19</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>• Staff to complete a COVID-19 screening form before returning to school. Staff shall inform the principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to school.</li> <li>• Staff to receive induction training on COVID-19.</li> <li>• Staff and pupils shall be made aware of the Symptoms of COVID-19.</li> <li>• Staff and pupils not to attend school if they experience COVID-19 symptoms.</li> <li>• Staff and pupils shall follow documented procedures should COVID-19 symptoms develop when in school.</li> <li>• Staff and pupils shall practice good respiratory hygiene.</li> <li>• Staff and pupils shall practice good hand hygiene</li> <li>• Staff and pupils shall practice good Physical Distancing</li> <li>• Staff to use PPE where necessary including when:                             <ul style="list-style-type: none"> <li>- Assisting with intimate care needs;</li> <li>- Where a suspected case of COVID-19 is identified</li> </ul> </li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					<p>while the school is in operation;</p> <ul style="list-style-type: none"> <li>- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups, or may be living with those who are in the very high-risk category.</li> <li>• It is recommended that staff wear face coverings (mask, cloth face covering, visor) when Social distancing is not possible.</li> <li>• Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene shall be displayed throughout the school.</li> </ul>			
<b>Physical Distancing</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>• The following controls will be employed:                             <ul style="list-style-type: none"> <li>- Staggered starting and ending class times</li> <li>- Designated class entrance and exit doors</li> <li>- Reconfiguration of classrooms including use of all available space</li> <li>- Pods to be established within classes</li> <li>- No inter-class activities or inter-class mixing</li> <li>- Separation of classes within the playground</li> <li>- Social physical contact (hand to hand greeting, hugs) to be discouraged</li> <li>- Restrictions in circulation within the school</li> <li>- Restriction on visitors to the school.</li> </ul>                             Signage shall be in place to this end.                         </li> <li>• Try to maintain physical distancing at all times from any individual. Face coverings will be utilized by staff in situations where social distancing may not be possible.</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					<ul style="list-style-type: none"> <li>Staff and pupils to be kept up to date on latest information on COVID-19.</li> <li>Any concerns are to be communicated to Compliance Team and/or Lead Worker Representative.</li> </ul>			
<b>Communication with Staff</b>	Isolation of Staff Mental health impact Stress	4	5	High	<p>The following controls shall be in place:</p> <ul style="list-style-type: none"> <li>A Lead Worker Representative and Deputy shall be appointed.</li> <li>Regular communication to be maintained with staff.</li> <li>Staff to be provided with opportunities to share problems and/or concerns.</li> <li>Staff to be provided with work and/or team updates as appropriate.</li> <li>Staff to be included in any consultation on changes – as they may have unique implications for them.</li> <li>The management of a COVID-19 related absence shall be managed in line with agreed procedures with the Department of Education.</li> <li>Staff shall be advised of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life.</li> </ul>	1	5	Low
<b>Communication of Response Measures</b>	Poor communication, leading to confusion of steps being taken to prevent the spread of COVID-19.	2	5	Medium	<ul style="list-style-type: none"> <li>Signage to be erected to highlight control measures in place. Approved HSE and/or Department of Education &amp; Skills signage to be used where possible.</li> <li>COVID-19 Compliance Team shall be put in place.</li> </ul>	1	5	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Contractors / Sub-Contractors working onsite</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>Contractors must familiarise themselves with the COVID-19 Response Plan.</li> <li>Contractors must not come to work if they are experiencing any COVID-19 symptoms and must follow HSE guidelines for the reporting of potential infection of COVID-19.</li> <li>Contractors must follow HSE guidelines and any control measures communicated to them by BOM.</li> <li>Contractors must maintain a safe working distance of 2 meters between themselves and other operatives where possible.</li> <li>Contractors will be assigned areas to work by their supervisor to ensure social distancing can be maintained.</li> <li>COVID-19 to be included as a hazard in all risk assessments / method statements by Contractors.</li> <li>All Contractors must complete a COVID-19 Questionnaire / self-declaration.</li> <li>The school is closed to all non-essential visitors.</li> </ul>	2	5	Medium
<b>Working within the Classroom.</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>Each pupil shall have a designated seat within the classroom.</li> <li>Each class to be divided into pods. Classroom layout to be reconfigured to facilitate pods. Where possible, pupils to remain within their pods for all activities.</li> <li>Where possible, books and equipment not to be shared between pods or between classes.</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					<ul style="list-style-type: none"> <li>Books and equipment to be distributed and collected by a staff member.</li> <li>Books and equipment to be sterilised after use or stored securely for 72 hours.</li> <li>Inter-class activities and inter-class mixing are not permitted.</li> <li>Each class will have a designated entrance and exit door.</li> <li>All unnecessary furniture and equipment to be removed from classrooms and common areas and securely stored.</li> </ul>			
<b>Playground Activities</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>Play time/outdoor activities shall be organized as to minimise crowding at the entrance and exits.</li> <li>Pupils to play within in their class groups.</li> <li>Break times and outdoor access shall be staggered.</li> <li>Pupils shall be encouraged to perform hand hygiene before and after outdoor activities.</li> </ul>	2	5	Low
<b>Special Educational Needs</b>	Contracting & Transmission of COVID-19  Distressed Pupils	4	5	High	<ul style="list-style-type: none"> <li>For children with special educational needs maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus shall therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children shall not attend school.</li> <li>Staff shall be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory</li> </ul>	2	5	Medium



Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					illness. <ul style="list-style-type: none"> <li>• Hand hygiene - Pupils who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean).</li> <li>• Equipment - Some pupils may have care needs which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school a cleaning schedule shall be provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.</li> </ul>			
<b>Use of Equipment</b>	Contracting & Transmission of COVID-19	4	5		<ul style="list-style-type: none"> <li>• Where possible equipment is not to be shared.</li> <li>• All frequently touched surfaces on shared equipment to be sanitized before and after use.</li> <li>• Register of shared equipment to be compiled to record the following: person's name, who sanitized, date and time of last cleaning.</li> <li>• Compliance Team appointed to oversee the management of COVID-19.</li> <li>• Display information by posters and notice boards and include COVID-19 as part of inductions.</li> </ul>	2	5	Medium
<b>Welfare Facilities</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>• All welfare facilities are to be cleaned / disinfected daily on a regular basis to ensure good housekeeping standards.</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Restrict the number of people using toilet facilities at any one time.</li> <li>• Wash hands before and after using the facilities.</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> <li>• Warm water and soap must be available.</li> </ul> <p><b>Break &amp; Lunch</b></p> <ul style="list-style-type: none"> <li>• Break times should be staggered to reduce congestion and contact.</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by when entering and leaving the area.</li> <li>• Pupils to remain seated whilst eating and avoid all contact.</li> <li>• Staff to bring and maintain their own crockery, eating utensils, cups etc. Staff shall clean and remove these when done.</li> <li>• All rubbish should be put straight in the bin.</li> <li>• All areas used for eating must be thoroughly cleaned each day, including chairs, door handles.</li> </ul>			
<b>Provision of First Aid</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>• Occupational First Aiders to undergo COVID-19 Protocol training as outlined by the Pre-Hospital Emergency Care Council and the National Standards</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					Authority of Ireland. <ul style="list-style-type: none"> <li>All necessary PPE shall be provided to First Aiders.</li> </ul>			
<b>Cleaning</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>School cleaning protocols shall be augmented in line with Public Health Advice.</li> <li>The school shall be cleaned each day and all cleaning documented.</li> <li>All necessary cleaning supplies shall be provided to cleaning staff including all necessary PPE.</li> </ul>	2	5	Medium
<b>Overseas Travel</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>Staff or pupils are not permitted to return to work after travelling from overseas within the last 14 days without seeking medical advice.</li> <li>All staff returning to work must complete a COVID-19 Questionnaire / self-declaration.</li> </ul>	2	5	Medium
<b>Employee Health and Hygiene</b>	Contracting & Transmission of COVID-19 Mental Health impact	4	5	High	<ul style="list-style-type: none"> <li>Staff to conduct meetings while practicing physical distancing or remotely where possible.</li> <li>Staff to ensure good personal hygiene is always maintained. Adopt sensible hygiene measures by washing and drying hands thoroughly with warm water and soap, and more frequently than normal and avoiding unnecessary hand to mouth or hand to eye contact.</li> <li>Welfare facilities, hand washing facilities and surfaces shall be cleaned and disinfected on a daily basis.</li> <li>Don't touch eyes, nose, or mouth with unwashed hands.</li> <li>Put all used tissues into a bin.</li> </ul>	1	5	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					<ul style="list-style-type: none"> <li>• Hand sanitiser shall be provided and shall be regularly used throughout the day.</li> <li>• Soap and warm water shall be readily available at all times.</li> <li>• Staff shall cover mouth and nose with a tissue or your sleeve when coughing and sneezing.</li> <li>• Staff shall clean and disinfect frequently touched objects and surfaces within their work area. Cleaning materials shall be provided for this purpose.</li> <li>• Staff and pupils are not to shake hands or share objects that touch the mouth.</li> <li>• Sufficient rubbish capacity shall be provided regularly disposed of.</li> <li>• Staff and pupils to be provided with opportunities to share problems and/or concerns.</li> <li>• Staff and pupils to be provided with regular, up to date information on COVID-19 as published by the HSE.</li> </ul>			
<p><b>Communication of Emergency Procedures</b></p>	<p>Contracting &amp; Transmission of COVID-19 Traceability</p>	4	5	High	<ul style="list-style-type: none"> <li>• The names and contact details of all close contacts shall be maintained for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more employees become ill.</li> <li>• If staff or pupils develop symptoms they shall stay at home and self-isolate. They should also telephone their healthcare provider or the local public health department, giving them details of any recent travel and symptoms.</li> <li>• Register of all staff and pupils, including name and</li> </ul>	1	5	Low

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
					contact details in event of an emergency, to be recorded in a register strict compliance required. Register to include details of contact to help with traceability.			
<b>Very High-Risk Group</b>	Contracting & Transmission of COVID-19	5	5	High	<ul style="list-style-type: none"> <li>Any individual reviewed and confirmed in the very high-risk group are to be risk assessed by BOM. Depending on the outcome of the assessment they may be required to seek medical advice, WFH and/or cocoon until further notice.</li> <li>The BOM will follow the HSE advice for this group. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.</li> </ul>	2	5	Medium
<b>Utilities and Services</b>	Legionella	4	5	High	<ul style="list-style-type: none"> <li>The water system shall be maintained in accordance with the legionella control plan.</li> <li>School equipment and mechanical ventilation shall be checked for signs of deterioration or damage before being used again.</li> <li>Bin collections and other essential services shall resume.</li> <li>The school, including all equipment, desks, benches, doors and frequent touched surfaces points shall be cleaned before reopening.</li> </ul>	2	5	Medium

Activity/hazards	Risks	Likelihood	Severity	Grade	CONTROL MEASURES	Likelihood	Severity	Grade
<b>Delivery Control</b>	Contracting & Transmission of COVID-19	4	5	High	<ul style="list-style-type: none"> <li>• Deliveries must be kept to a minimum and planned with allocated timings.</li> <li>• Try to maintain a distance of 2m (6.5ft) at all times from delivery person.</li> <li>• Arrangements must be made for paperless delivery acceptance where possible.</li> <li>• All suppliers contacted to confirm requirements and estimated timescales for deliveries.</li> </ul>	2	5	Medium