

## Boilavogue N.S

### COVID-19 Return to School Risk Assessment & Plan

ITEM	DATE	RISK IDENTIFIED	LEVEL	CONTROL	PERSON RESPONSIBLE	STATUS: Is control in place?	REVIEW
1a.	24/2/21	Lack of hand hygiene facilities.	High	Install hand sanitizer units at entrance and outside all classrooms, SET rooms, Office/Staff Room (x10).	Willie	YES	22/03/21
1b.				Pump soaps and paper towels available in all classrooms (not SET rooms) and toilets.			
1c.				Paper towels and waste basket available in toilets. Hand dryer available in staff toilet also.			
1f.				Each classroom will have a 1L disinfectant spray bottle, cloth, disinfectant wipes to wipe surfaces.	Willie/Roisin to liaise with Kathy to monitor cleaning.		
2a.	24/2/21	Staff room shared appliances and utensils	Med	Each staff member uses their own travel mug, lunch box/plate, utensils etc. which they bring home to wash. See Section 7 of DES COVID Response Plan.	Each staff member responsible for their own utensils.	YES	22/03/21
2b.				Fridge, kettle, microwave, coffee machine are shared appliances, to be sprayed with disinfectant and disposable kitchen paper after each use.	Each staff member responsible	Liaise with Kathy for cleaning after school.	



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<b>3a.</b>	24/2/21	Crowded corridor	Med	<p>Each class uses designated door to enter/exit school. Junior infants will use main entrance. Senior Infants will use the main entrance. 1st/2nd class will use the double doors. 3rd/4th class will use the double doors. 5th/6th class will enter the parish hall directly. Evening assembly in the corridor for 1st - 6th class will no longer happen</p>	S.E.T teacher on morning duty	YES	22/03/21
<b>3b.</b>				<p>No students sent as messengers to other classes or to the office. Staff to pass messages to other staff via email/Whatsapp/ in person during breaks (or before / after school).</p>	Willie Sabrina	YES	
<b>3c.</b>				<p>Photocopying or collection of printing to be done before or after school by staff. Wipe down photocopier after each use.</p>	All staff members	YES	
<b>4a.</b>	24/2/21	External visiting adults (coaches, TP students, subs, parents, social workers etc.)	High	<p>No visitors allowed without prior approval from principal. Visits are for essential purposes only. Contact Tracing Log will be available for visitors to fill in. Use Appendix 5 of DES COVID -19 Response Plan.</p>	Willie Sabrina	YES	22/03/21
<b>4b.</b>				<p>Contact point for visitors will be limited. They will remain in foyer, unless a private meeting is needed in Mr. Cleary's Office.</p>	Sabrina	YES	
<b>4c.</b>				<p>Observe Yard Zone at lunch times (See Response Plan). Fixed zones, no swapping zones.</p>	Willie	YES	22/03/21

<b>5b.</b>	24/2/21		Morning drop off between 9:10 – 9:20am children walk directly to their classroom via designated entrances.	S.E.T Teacher	YES	22/03/21	
<b>5c.</b>	24/2/21		Lunch time: enter yard zones via designated classroom exits.	Individual class teachers	YES	22/03/21	
<b>5d.</b>	24/2/21		Returning to class: upon bell sounding, students line up in their zones.  Class teacher will walk to the zone and accompany the class inside. Teachers will ensure that no class will cross over into another zone with pupils in it.  Classes will leave the yard in the following order: 1. Junior Infants 2. Senior Infants 3. 1st and 2nd class	Teacher on yard duty	YES	22/03/21	
<b>6a.</b>	24/2/21	Crowded classroom	Med	Each classroom will be set in its own bubble and will not mix with other bubbles whereas possible.	Individual class teachers	YES	22/03/21

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<b>6b.</b>	24/2/21			No internal social distancing to be observed in classroom from Juniors to 2nd Class (as per DES guidelines)	Individual class teachers	YES	22/03/21
<b>6c.</b>	24/2/21			3rd – 6th class will sit in pods of 4-6 students as DES Classroom Layouts.	Individual class teachers	YES	22/03/21
<b>6d.</b>	24/2/21			Minimise shared resources by labelling own resources & labelling book rental books. Each pupil and pod will be given allocated books and resources.	Willie (& individual class teachers)	YES	22/03/21
<b>7a.</b>	24/2/21	Using the office	Med	Speak to Sabrina through Perspex screen	Sabrina	YES	22/03/21
<b>7b.</b>				Staff members to limit time in the office. Teachers/SNA's enter only to use photocopier/collect printing before or after school. Sabrina will leave messages/papers etc. in individual pigeon holes in staff room.	Sabrina  Sabrina	YES  YES	22/03/21  22/03/21
<b>7d.</b>				The phone receiver should be sanitized after each use. Antibacterial wipes will be left beside the phone receiver.	All staff members	YES	22/03/21

<b>8.</b>	24/2/21	Lack of COVID-19 related information posters	Med	Posters will be age appropriate and child friendly. Print and display at entrance and on corridor. Hand washing posters in bathrooms (over sink & on doors). Reminders to use hand sanitizers at each station. COVID-19 virus information on display.	Willie	YES	22/03/21
<b>9.</b>	24/2/21	Whole school assemblies	Low	Host assemblies using the school Zoom account. Each class participates using the interactive boards.	Willie	YES	22/03/21
<b>10a.</b>	24/2/21	Drop off/ collection	Med	Drop off: strictly 9.10am - 9.20am. Children walk straight to classroom via designated entrances. Parents will be asked to accompany their child to the gate, and observe social distancing by allowing only 1 student to use each gate at a time. Ms Bennett and Mrs Cowman/Ms Doyle will be present on yard each morning from 9.10am - 9.20am. All class teachers will be in their classrooms from 9am.	Willie/Aoife	YES	22/03/21
<b>10b.</b>				Collection @ 2pm: Infants will be accompanied to the gate by class teacher. Guardians should be present near the gate, but socially distanced. Students will be dismissed 1 at a time through the gate	Individual class teachers	YES	
<b>10c.</b>				Collection @ 3pm: Class teachers will walk their class to their designated exit point and dismiss pupils to their parents/guardians (staggered every 5 minutes as per Response Plan) Students going on the bus will be accompanied to the bus by their class teacher.	Individual class teachers	YES	

				If a child has not been collected, they must stand away at a safe distance. They will wait until their class teacher informs them when it is safe to leave.			
<b>11.</b>	24/2/21	Students mixing outside of class.	Med	Yard zoning will be observed. Class bubbles will not mix.	Teacher/SNA on yard duty	YES	22/03/21
<b>12.</b>	24/2/21	Students mixing on bus	Med	TK Cabs will run their private service in accordance with government guidelines.	Willie	YES	22/03/21
<b>13a.</b>	24/2/21	Staff wearing PPE	Med	<p>The following PPE will be made available to all staff members:</p> <ul style="list-style-type: none"> <li>• Disposable masks</li> <li>• Reusable cotton masks personalised with the school logo (4 per staff member)</li> <li>• Face shields</li> </ul> <p>Staff members will be required to wear a face covering if they cannot maintain a 2m distance with a pupil/adult.</p> <p>Staff members can decide what face covering to use, can use one or both.</p> <p>Gloves and aprons will also be made available for staff members if providing personal care.</p>	Willie/Roisin	YES	22/03/21
<b>13b.</b>		Students wearing PPE		It is not advisable that students wear PPE according to government guidelines.			
<b>14.</b>	24/2/21	Administration of First Aid	Med	Disposable masks, gloves and aprons will be available for close contact with children when administering First Aid or attending personal hygiene.	Aoife	YES	22/03/21

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15.	24/2/21	Sharing Resources	Med	<p>Personal items need to be labelled with child's name and for individual use only.</p> <p>Resources/toys to be designated to groups (pods) and then cleaned once a week.</p> <p>Resources/toys may be quarantined on a Thursday evening for use on Monday morning again (no cleaning required)</p> <p>Use of class libraries – a selection of library books will be designated to each group (pod) and rotated on a fortnightly basis</p>	Individual class teachers.  Liaise with Kathy if assistance is needed	YES	22/03/21
16.	24/2/21	Protocol for Staff Absence	Med	<p>Use panel or seek for substitute teacher in the first instance.</p> <p>If no sub can be obtained, the SET allocated to the class group will substitute in the class for the time of absence.</p>		YES	22/03/21
17.	24/2/21	Protocol for suspected COVID- 19 case	Med	<p>Section 8 DES Response Plan for Schools See Appendix 3.</p> <ul style="list-style-type: none"> <li>- Designated area: Internal Room of Resource Room</li> <li>- Supervising adult? SET/SNA/Secretary</li> </ul>		YES	22/03/21
18.	24/2/21	SET / SNA / Learning Support moving in between bubbles.	Med	<p>Pg 15 DES Roadmap to Reopen Schools</p> <p>Staff members who move from class bubble to class bubble should be limited as much as possible.</p> <p>SNAs: primarily based in one classroom. SNA's will observe sanitization when moving between classrooms.</p> <p>SET: Allocated to class groups</p>		YES	22/03/21

19.	24/2/21	Student and Staff Wellbeing	Med	<p>Focus on teaching and learning will be on the students re-acclimatising to school life. Teacher's main priorities will be their student's safety, wellbeing and happiness.</p> <p>Staff will observe social distancing, while continuing to use the staffroom as a break away from the classroom and a chance to unwind at break times. Open and honest discourse will prevail at meetings. Principal will offer educational/moral support to those in need.</p>	Willie	YES	22/03/21
20.	24/2/21	Very High Risk Staff / Students	Med	<p>No such case is envisaged in Boolavogue National School. If a situation arises where a student is not in a position to attend school physically and the school is provided with a certificate from a medical profession stating they are in the Very High Risk Category, the class teacher will work with the SET to create a plan to support learning at home. They will arrange distribution of useful resources to the home.</p> <p>Should a staff member be in a similar position and unable to physically work in the school building, the school will follow DES directive.</p>	Willie	YES	22/03/21
21.	24/2/21	Localised closure	Med	<p>Breaking the school into Bubbles and Pods, should minimise the need for a localised school closure. Nevertheless, should the situation arise we will engage in daily distance learning. Staff will conduct online meetings over Zoom to agree best practise.</p> <p>A SeeSaw account (online learning platform) will be set up for each class teacher to use.</p> <p>Boolavogue National School will follow HSE &amp; DES advice if a COVID positive case is confirmed in a particular Bubble / Pod.</p>	Willie	YES	22/03/21



<b>22.</b>	24/2/21	Induction training for staff	Med	The DES will provide online training on Health & Safety, Return to Work, Wellbeing & the Curriculum for teachers in August. Tailored training for SNA / Cleaner / Secretary will also be provided. The Principal will inform the staff of this training when available. See pg 49 of the DES Roadmap to Reopen Schools for further details.	Willie	YES	22/03/21
<b>23.</b>	24/2/21	Guidance for Parents & Students	Med	The DES will provide online training for parents & students in the areas of Health & Safety, Return to School & Wellbeing. The Principal will inform the parents and students of this training when available. See pg 49 of the DES Roadmap to Reopen Schools for further details.	Willie	YES	22/03/21
<b>24.</b>	24/2/21	Lack of Policy	High	Policy drafted and needs to be passed by BOM.	Aoife/Willie	YES	22/03/21
<b>25.</b>	24/2/21	Fitness to Return to Work	Med	All staff are obliged to complete Return To Work form, 3 days before school reopens. See Appendix 2 of DES COVID RESPONSE PLAN FOR SCHOOLS.	Willie	YES	22/03/21
<b>28.</b>	24/2/21	Appoint Lead Worker Representative and Deputy	High	Lead Worker Representative: Róisín Reville Deputy Lead Worker Representative: Michelle Coleman	Aoife	YES	22/03/21
<b>29.</b>	24/2/21	Staff physical distancing	Med	Staff will observe government directed physical distancing. The use of communal spaces such as office and staff room are discussed in items 2 & 3 above.  Where staff cannot maintain a 2m distance they will be required to wear a face covering.	Willie Staff members	YES	22/03/21

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<b>30.</b>	24/2/21	Technology collection & storage	Med	No end of day laptop collection by students. Each teacher will take home their own laptop.  iPads/Chromebooks must be sanitised thoroughly before being returned for other classes to use.	Class teachers	YES	22/03/21
<b>32.</b>	24/2/21	Daily cleaning	Med	The BOM has sanctioned an extra 7 hours per week to the cleaning of the school.  Checklist for cleaning will be placed in a folder and kept in the staffroom.	Kathy	YES	22/03/21
<b>33</b>	24/2/21	Extra Principal release days	Med	Boolavogue NS will enter in a cluster with Monamolin (Base school), Monageer, Ballyduff & Tombrack to create one post for a teacher to cover the principal's release days. Teacher will cover Mr. Cleary's release day each Tuesday.	Willie	YES	22/03/21

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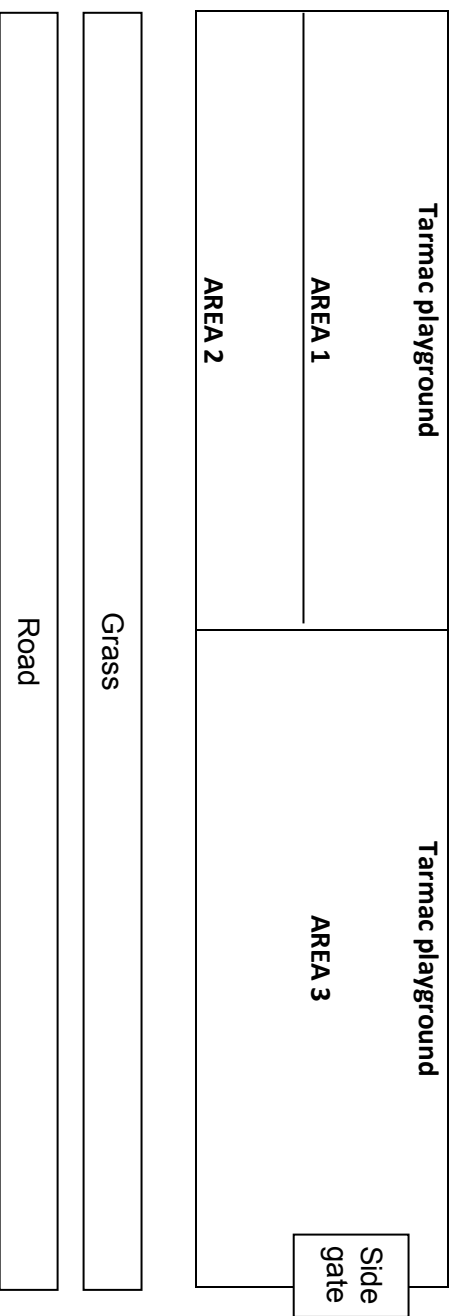
<b>34a.</b>	24/2/21	Move 2 classrooms to the parish hall	Med	At least two adults will be in the parish hall: Mrs Aoife Bennett and Mr Willie Cleary. Two SNA's will also be in the hall for part of the day.	Willie/Aoife	YES	22/03/21
<b>34b.</b>				It has been agreed by the management of the school and the playschool that the toilets will not be shared between 5th and 6th and the children in the playschool.	Willie	YES	22/03/21
<b>34c.</b>				It has been agreed by the management of the school and the playschool that the access will not be shared between 5th and 6th and the children in the playschool.	Willie	YES	22/03/21
<b>34d.</b>				The cleaner will clean the areas used by the school daily.	Kathy	YES	22/03/21
<b>34e.</b>				Ms. Bennett will provide S.E.T for 5th and 6th to minimise movement of teachers between buildings.	Aoife	YES	22/03/21
<b>34f.</b>				Parents have been requested to drop off and collect children at the parish hall grounds. They have been asked to use a one way system.	Aoife/Ann	YES	22/03/21
<b>35g.</b>				Class/teachers will use the zebra cross to cross the road to the main school building.	Willie/Aoife	YES	22/03/21
				Children and staff will have their break times on the main school premises.	Willie	YES	22/03/21



**Appendix 1: YARD ZONING**

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Main entrance





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