

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

Hazard / Risk	Hazard / Risk Present?	Controls / Actions	Control Complete	Date Completed	Completed By
<b>Risk of transmission of infection from inadequate physical distancing</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Staff and in particular those who are in a very high risk category are aware of the provisions outlined in Circular Letters 0049/2020 and 0054/2020 and requirements outlined in both have been implemented;</li> <li>Number of service providers, contractors visitors allowed in the school is restricted;</li> <li>Staff off-site visits to external locations are avoided, where possible. Guidance is provided to those who conduct site visits in third-party locations;</li> <li>Physical distancing measures have been implemented in line with the Department of Education and Skills guidelines;</li> <li>Where physical distancing cannot be ensured alternative protective measures are in place;</li> <li>For information on student work experience, external visits and external learning activities please refer to the <a href="#">latest guidance</a> issued by the Department of Education and Skills;</li> <li>Students who are at “very high risk” of COVID- 19 as indicated by relevant public health guidelines have been identified and additional supports provided;</li> <li>Increase supervision of students before and after school, at break times, in the canteen, at locker areas and toilet facilities to encourage physical distancing.</li> </ul>	Yes	24/08/20	School Mgt. Team
<b>Inadequate supply of hygiene controls</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>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;</li> <li>A monitoring system is in place to ensure that stations are regularly checked and replenished;</li> <li>Tissues for coughing and sneezing are available throughout the school.</li> </ul>	Yes	24/08/20	School Mgt.
<b>Inadequate supply of PPE</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Adequate supplies of suitable PPE for required tasks are provided;</li> <li>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;</li> <li>Staff have been provided with any necessary PPE to perform cleaning / disinfection tasks;</li> <li>Staff are informed that prior to donning PPE, and on their removal, they should wash / sanitise their hands thoroughly;</li> <li>Arrangements are in place for the monitoring, cleaning, inspection, maintenance and disposal of PPE, where appropriate;</li> <li>Where the use of PPE is required, staff and students have been informed in the correct fitting, use, removal, cleaning, storing and disposal of PPE.</li> </ul>	Yes	24/08/20	School Mgt. Team

		<ul style="list-style-type: none"> <li>Schools should consider having additional disposable face coverings available for students, and staff in case a back-up face covering is needed during the day.</li> </ul>			
<b>Inadequate level of communication to all relevant individuals</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>All staff who are returning to the workplace are provided with a <a href="#">training programme</a> which includes information as outlined in the HSA Employer Checklist Number 3: induction / familiarisation;</li> <li>Staff complete the online COVID-19 return to work form;</li> <li>Parents have been provided information on the school's safety measures and new arrangements;</li> <li>Safety measures and new arrangements should be explained and illustrated to students to ensure that they are familiar with the operation and layout of the school and the new health and safety measures and routines.</li> <li>Posters, notices and signs are displayed in prominent places outlining:             <ul style="list-style-type: none"> <li>the signs and symptoms of COVID-19;</li> <li>the procedure to follow if they or a colleague develops symptoms of COVID-19 while in the School/ location;</li> <li>control measures which should be followed – social distancing, hand and respiratory hygiene, and minimising contact;</li> <li>hand washing instructions.</li> </ul> </li> <li>A lead worker representative has been appointed and provided with the necessary information to complete their role;</li> <li>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.;</li> </ul> <p>A system is implemented to keep up-to-date with updated national and international guidelines.</p>	Yes	27/08/20	School Mgt
<b>Site-specific Controls:</b>					

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

Hazard / Risk	Hazard / Risk Present?	Controls / Actions	Control Complete	Date Completed	Completed By
<b>Risk of transmission of infection from frequently touched surfaces</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Areas and surfaces which are frequently touched are identified;</li> <li>The number of touch surfaces have been reduced;</li> <li>Classes/break times are organised to reduce the flow of individuals around the school;</li> <li>The sharing of items, such as cups, cutlery, school equipment is avoided and where possible instruments, electronics etc. are allocated for individual use;</li> <li>Staff and students 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;</li> <li>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.</li> </ul>	Yes	21/08/20	School Mgt. Team
<b>Risk of transmission of infection from surfaces due to lack of cleaning</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>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;</li> <li>The cleaning procedure also outlines the procedure for cleaning an area where a person with possible or confirmed COVID-19 has been;</li> <li>Safety data sheets and risk assessment are available for each chemical product and information on use communicated;</li> <li>Disposable cleaning equipment is used where possible. Staff ensure that reusable equipment (mops etc.) are clean prior to use;</li> <li>Frequently touched surfaces are visibly clean at all times, are cleaned at least once daily and records maintained;</li> <li>Washrooms and surfaces in communal areas are cleaned at least once daily and at regular intervals such as after break times;</li> <li>Washroom facilities are disinfected in addition to cleaning. Records are maintained on site;</li> <li>Staff are provided with essential cleaning materials to keep their own workspace clean. Consider use of covers which can be wiped for electronics;</li> <li>If students are moving between classes, consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk/chair/surfaces before leaving the room;</li> <li>All areas have been reviewed and any unnecessary clutter has been removed;</li> <li>Number of waste collection points are increased and these are emptied regularly throughout and at the end of each day;</li> <li>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</li> </ul>	Yes	21/08/20	School Mgt. Team

		activities.			
<b>Risk of transmission of infection from traveling to &amp; from School &amp; events etc.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Students should be encouraged to walk or cycle to school where possible;</li> <li>• Students traveling on buses (school arranged/public transport) must wear face-coverings, maintain physical distancing while waiting for transport etc.;</li> <li>• Staggered pick up/drop off times for transport providers and parents bringing students to/from school should be arranged where possible.</li> </ul>	Yes	04/09/20	School Mg
<b>Site-specific Controls:</b>					

## 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, Parents & visitors, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Where <b>critical</b> service providers, contractors, visitors are required to attend the school for essential reasons, a controlled access process is implemented which includes:                             <ul style="list-style-type: none"> <li>○ an approval process for attendance;</li> <li>○ completion of the visitor /contractor COVID-19 questionnaire;</li> <li>○ provision of information relating to control measures.</li> </ul> </li> <li>• The control of contractors policy and code of conduct are reviewed and take into consideration any additional control measures and instructions;</li> <li>• Parents should only attend the school for essential reasons and by pre-arranged appointment only.</li> </ul>	Yes	31/08/20	School Mgt. Team
Risk of transmission of infection from suspected case	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• An isolation area and route to the area is identified and is accessible to people with disabilities. Staff and students are aware of the location;</li> <li>• The following is made available at the isolation area:                             <ul style="list-style-type: none"> <li>○ ventilation, e.g. fresh air ventilation / ability to open a window</li> <li>○ tissues</li> <li>○ hand sanitiser</li> <li>○ disinfectant and/or wipes</li> <li>○ gloves, masks</li> <li>○ waste bags</li> <li>○ pedal-operated, closed bin</li> </ul> </li> <li>• A response team e.g. lead worker representative, first aid responders, student support team, cleaning staff have been identified and briefed in their roles for managing a suspected case;</li> <li>• All contact lists are up-to-date;</li> <li>• A procedure / checklist for managing suspect case is in place;</li> <li>• All staff/students/ parents/service providers/contractors/visitors know procedure for logging attendance i.e. COVID-19 contact log;</li> <li>• Staff and students are encouraged to use the COVID-19 tracker app;</li> <li>• All confirmed cases of COVID-19 are reported to the SCA in line with their <a href="#">guidance</a>.</li> </ul>	Yes	28/08/20	School Mgt. Team and LWRS
<b>Site Specific Controls:</b>					