

Risk Assessment				
	Level	Risks	Control measures	Personnel responsible
Morning Assembly	H	<p>Pupils & Parents not using correct entry / exit route at the gate.</p> <p>Parents entering the school yard</p> <p>People congregating at the front gate.</p> <p>Pupils not entering the building immediately</p> <p>Pupils not queueing to hang up coats</p> <p>Pupils not hand sanitising</p> <p>Pupils not sitting in their own seats on entry</p>	<p>Protocols for Daily Morning Assembly: See plan below</p> <p>At 8.35 the pedestrian gate will be opened for all parents / guardians and children.</p> <p>People to enter via the pedestrian gate and follow the blue footprints, maintaining 2m distance from those in front at all times.</p> <p>Parents to drop child in yard and return out the small yellow gate, following the yellow footprints, again leaving 2m distance from those in front.* The exit route has been secured with pedestrian barriers.</p> <p>An SNA will be on duty daily in the morning from 8:35 to prevent cars from driving in the gate, and to ensure pedestrians don't walk up the exit route</p> <p>There will be 1 SNA on duty at the small yellow gate to direct parents to exit immediately via the exit route marked out in yellow footprints until parents are used to this procedure (first month)</p> <p>Children proceed to the main entrance where they will be met by Ms. McNicholas, enter and go straight to their room. (For the first two weeks they will be met here by their teacher who will direct them to hang their coat and bag on their designated hook (arranged according to pods) and to wash their hands using correct hand washing procedure before entering classroom.</p> <p>They will then proceed immediately to their assigned seat.</p>	<p>SNAs will be rostered on gate duty for the week. This will rotate. All other SNAs will be in their assigned classes</p> <p>Teachers on morning duty will be rostered on for a week</p> <p>Ms. McNicholas</p> <p>Parents</p> <p>Pupils</p>

			<p><i>*Parents of infant children may walk their children to the main entrance. They should then leave immediately via the exit route.</i></p> <p><i>From week 3, classes will be supervised by Ms McNicholas on the door and 3 teachers – one on each corridor (1 upstairs, 2 downstairs front and back corridor).</i></p> <p>Teachers to teach -correct lining up protocols</p> <ul style="list-style-type: none"> • Correct lining up procedures, allowing for distancing • Procedure for going straight to classroom • Procedures for hanging up coats & bags (assigned coat hooks etc) • Washing of hands on entry • Sanitising of hands when entering another space / returning to classroom. • Rules regarding hand hygiene & respiratory etiquette. • Rules regarding staying in assigned seat • Yard protocols for break times. 	
Dismissal	H	<p>Social distancing not being maintained by parents</p> <p>Parents not going to correct zone</p> <p>Late pick ups</p> <p>Crowds gathering at the gate</p> <p>Pupils going to after school activities</p>	<p>Daily Dismissal: See Exit Plan below</p> <p>Pupils from junior and senior infants will be collected from school at 1.30pm as normal, maintaining social distance. Martin will be on the drive-in gate ensuring no cars come in at this time. They will exit the school using the front door. Kayleigh will be on the little yellow gate to show parents the exit for the first month until they are used to this.</p> <p>The children from 1st, 3rd and 5th will be dismissed at 2.20pm. Martin will be on the drive-in gate for both collections, and Mary T/Mary C will be on the yellow gate showing parents the exit route, one at 2.20 and the other at 2.30 for the first month until they are used to this.</p>	<p>Teachers</p> <p>SNAs</p> <p>Pupils</p> <p>Parents</p> <p>Caretaker</p>

			<p>1st – Will be brought to collection zone 1 where they will be given to parents one by one.</p> <p>3rd – Will be brought to collection zone 2 where they will be released to parents one by one. Those walking will then be brought to the gate.</p> <p>5th – Will be brought straight to the gate.</p> <p>The children from 2nd, 4th, 6th will be dismissed at 2.30pm.</p> <p>2nd – Will be brought to collection zone 1 where they will be given to parents one by one.</p> <p>4th – Will be brought to collection zone 2 where they will be released to parents one by one. Those walking will then be brought to the gate.</p> <p>6th – Will be brought to the gate.</p> <p>Parents and pupils are asked to leave immediately to avoid congestion at the main gate.</p> <p>After school activities will not take place for the time being.</p> <p>Front door: J infants, S Infants, 3rd Class, 4th Class A Back Door 1: 4th Class B, 5th Class, 6th Class Back Door 2: 1st Class and 2nd Class</p> <p>All parents will be notified of protocols and asked to be on time to collect their child.</p>	
SEN	H	Size of the rooms.	<p>In class support where possible SETs to be podded with specific classes to minimise movement and mixing of ‘bubbles’.</p>	Teachers

		<p>Mixed groups</p> <p>Teacher has much higher exposure -</p> <p>Use of materials/resources</p> <p>Tactile children</p>	<p>Smaller groups will be created where possible. Pupils from the same class only to be withdrawn, if possible</p> <p>Sanitisers will be placed at the entrance to corridors and pupils must sanitise before entering a SEN room.</p> <p>Teachers are advised not to stoop down to pupils if possible Staff unable to maintain a distance of 2m from pupils will use face shields/masks.</p> <p>Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc. Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup. SEN staff to prepare back- up materials using sandwich bags After each group a teacher will use sprays and cloths to wipe down desks and door handles</p> <p>Class teachers will teach lessons on the use of sanitisers and all relevant protocols.</p>	<p>SNAs</p> <p>Pupils</p>
Junior Classes	H/M Depends on class	<p>Pupils moving around the room</p> <p>Pupils sharing resources</p> <p>Libraries</p> <p>Lining up</p> <p>Bringing books / materials home</p> <p>Child becoming unwell</p>	<p>Pupils will be seated in pods with 1m distancing between pods and 1m distancing between pupils in the pod where possible.</p> <p>Where possible all excess furniture will be removed.</p> <p>Pupils to use their own materials where possible–No sharing of personal equipment -glue sticks, ruler. All children to be given their own individual set of stationery and art materials to use. Pupils will sanitise <u>before and after every activity</u>. eg using the IWB, art materials, table top activities. Classes will be podded to facilitate group teaching / sharing of materials.</p>	<p>DES template</p> <p>Principal</p> <p>Teachers</p> <p>Caretaker</p> <p>Pupils</p> <p>Teachers</p> <p>SNAs</p> <p>Teachers</p>

			<p>Teachers to restrict pupil movement around the room as much as possible Pupils to have assigned coat hooks & seats. Coat hooks will be assigned with children from the same pod beside each other. Use of visors and masks for teachers when a distance of 2m can't be maintained. All pupil resources should clearly be labelled.</p> <p>Teachers also have to sanitise hands regularly if correcting copies.</p> <p>Teachers to explicitly teach correct hand washing and sanitising techniques and procedures for when to do same. Teachers to explicitly teach good respiratory etiquette (coughing and sneezing)</p> <p>No homework outside of reading / physical exercise/cooking /mangahigh for the first while to minimise materials being brought in and out of school.</p> <p>If a child becomes unwell with suspected Covid they are taken outside the room, given a mask to wear, brought by the teacher or SNA to the isolation area and their parents are called.</p>	<p>Teachers Principal Parents</p> <p>Teachers</p> <p>Teachers SNAs</p>
Breaks	H	<p>Entering / exiting building Pupils not staying in their own groups. Pupils not lining up correctly. Toilet breaks Lunch Opening lunches/packets/ holding of foods. Water bottles Children wetting themselves</p>	<p>Small break will be increased to 15 minutes. Lunch break will be decreased to 25 minutes</p> <p>During wet weather, morning supervision protocols will apply. Pupils may read/play games.</p> <p>Breaks will be staggered by 5 minutes to minimise crowding on corridors / at entry and exit points.</p> <p>Group 1: (JI, 1st, 3rd, 5th) 10:25 – 10:40; 12:00 – 12:10; 12:10 – 12:35 Group 2: (SI, 2nd, 4th, 5th) 10:30 – 10:45; 12:05 – 12:15; 12:15 – 12:40</p>	<p>Teachers SNAs Pupils Caretaker</p>

		<p>Yard equipment Bringing in of children from the yard if sick/hurt.</p>	<p>The yard will be divided into zones and the class bubbles will rotate around the zones weekly. They will not move outside their zone or mix with another bubble. (*Exception – the two 4th classes will be considered a bubble for breaktimes)</p> <p>Class teachers to ensure collections happen on time after break ends.</p> <p>Classes will enter / exit the school building via assigned doors and will sanitize hands on entry.</p> <p>Room 15 will go through the library and down the back stairs to back door 1</p> <p>Room 16 will go through the hall, down the back stairs to back door 1</p> <p>Room 12 will go down the front stairs to the front door</p> <p>Children to be given time to go to the toilet before going to the yard.</p> <p>All children will eat their lunch in the classroom during the ten minutes before going to the yard. Handwashing will take place before eating.</p> <p>Glanmore supply individual lunches for all children.</p> <p>Teachers are to sanitise hands if asked to open items by the children.</p> <p>Parents have to fill water bottles at home. Water fountains will be out of use for the time being to prevent contamination from water bottles.</p> <p>First Aid protocols and procedures will continue as before. PPE available. Sanitise hands before and after, wear gloves and a mask.</p> <p>Children wash hands on return from the yard.</p>	
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Toilet	H / M	<p>Social distancing in the toilets/Pupils not washing hands</p> <p>Pupils coming in during break times to use toilets</p> <p>Toileting Accidents</p> <p>Children with SEN needing toileting assistance</p>	<p>Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet</p> <p>Children to be given time to use the toilet before breaks.</p> <p>Policy of only one child in the toilet during class time.</p> <p>Children go to toilets with those in their pods as breaktimes.</p> <p>Teach children to maintain 1m distance while in the toilet with another child.</p> <p>Pupils on yard requesting the toilet will be brought in by an SNA and they will use their own toilet.</p>	<p>Teachers</p> <p>SNAs</p> <p>Principal</p> <p>Pupils</p>

			<p>Normal procedures apply in the event of a toileting accident. PPE available for adults if necessary. 2 adults to be present to help.</p> <p>We have no children with intimate care needs at present. Where an SNA is required to assist with clothing etc, PPE will be worn and SNA will minimise the time as much as possible. SNA and parents to work to encourage independence. Tracksuit can be worn where it is more practical.</p> <p>Children should only use the toilets assigned to their own class.</p>	
Staff- Room Breaks	M	<p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery / delph</p> <p>Queueing for microwave/dishwasher/water</p>	<p>The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing between staff members (2m). Extra rooms will be utilised as a staffroom (Breakfast Room, Parents Room and current Staff Room)</p> <p>Staff provided with their own set of cutlery to bring into school daily in their lunch box. Staff encouraged to bring in their own identifiable mug for their use only. Communal use of plates can occur.</p>	Principal Staff

			<p>Staff have allocated box for storing personal items. Maximum numbers in the staffroom - currently 6 people under guidelines. 2m distance to be maintained between staff at all times. Windows in staff rooms to be open to ensure good ventilation Staff to ensure that their own area (table and chair) has been cleaned up after use. Staff to use same seat for a week Staff to sanitise hands before and after using staffroom. Staff will be podded according to class levels sharing learning support teacher to minimise cross over between bubbles. Staff will stay in current groups until at least holiday periods.</p>	
<p>PE + PE equip- ment</p>	H/M	<p>Sharing of equipment Social distancing</p> <p>Equipment</p> <p>Coaches coming in and mixing between classes.</p> <p>Hall being used</p> <p>Crossing over of classes going to the hall</p>	<p>All pupils to sanitise hands before and after PE sessions</p> <p>Each teacher to decide on strand of PE to be taught for month and take the equipment from PE storage room to their classroom for the duration. Equipment should be left back on a Thursday to be quarantined and no equipment should be taken from the storage room on a Friday. Equipment should be sprayed with Milton before being returned to the communal storage rooms.</p> <p>Equipment should be wiped down where possible following use indoors.</p> <p>Children should remain in pods when using equipment.</p> <p>There will be no outside coaches for the first few weeks.</p> <p>Classes should only use the hall during timetabled slots</p> <p>Going to/from the hall we will use a one way system</p>	<p>Teachers</p> <p>SNAs</p> <p>Pupils</p>

DL equipment (Ipads etc)	H/M	<p>Sharing of devices between classes could lead to transference of virus</p> <p>Collection and return of trolley</p>	<p>All pupils to sanitise hands before and after use of devices Ipads and laptops to be wiped using special cleaning wipes after use.</p> <p>A teacher collects trolley at the start of day / session Trolley to be left back in the storage area (wiped down) by teacher Teacher removes Ipads and laptops from trolley and hands to students. Teacher returns Ipads and laptops to trolley at end of session. Use of Ipads to be timetabled carefully to minimise use by too many classes during the day.</p>	Teachers SNAs Pupils
Shared Maths / Literacy resources		<p>Transference of virus through shared use</p> <p>Lack of human resources/time to clean</p>	<p>Pupils from Senior Infants – 3rd class will have their own individual maths resources in a labelled plastic folder for number work.</p> <p>J1, 4th – 6th – sharing of maths equipment within pods only. Equipment to be quarantined for 72 hours after use where possible otherwise washed in a bucket of Milton and dried carefully. Dishwasher an option for some equipment</p> <p>Literacy Lift-Off – Books to be shared between pods only. Quarantined in a box before being redistributed</p> <p>Lessons on hygienic use of all materials. Pupils and teachers to sanitise hands before and after use of all materials that might be shared.</p> <p>Resources being taken from Room 9 should be taken Mon-Weds only and returned only on a Thursday to allow for quarantining. Resources that can be washed should be washed or quarantined before being put back into circulation.</p>	Teachers SNAs Pupils
Library Books/Copies	H	Transference of virus through shared use	Debbie will prepare a box of books for each class on a Monday. Class teacher to collect that afternoon. Children to select from box and take book home until it is read. Once read, book returned to school.	Teachers SNAs

			<p>Teacher holds onto this set of books for her class for a month. Teacher returns box of books to library on a Thursday at the end of the month for quarantining over the weekend. Debbie will replace the following Monday.</p> <p>If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Sanitise before using</p>	Pupils
SNAs		<p>Crossover from classes./Coughing/sneezing etc/Toileting</p> <p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils</p> <p>Tactile pupil</p>	<p>SNAs to be podded with a minimum amount of classes.</p> <p>Masks / Visors / gloves / aprons to be used as appropriate.</p> <p>Sanitising hands leaving/entering all rooms</p> <p>Work towards independence with children where possible. Discourage hugging / hand holding. Provide individual sensory toys and equipment for movement breaks. These to be kept in a box labelled with the child's name for use only by that child.</p>	<p>SNAs</p> <p>Teachers</p> <p>Pupils</p>
Aistear	H	<p>Size of room- confined space</p> <p>Using shared materials</p> <p>Children moving from station to station/ class to class</p> <p>Cleaning of materials</p>	<p>No Aistear in Aistear Room in term 1. Plan for Aistear to be determined after that. Teachers can bring equipment/toys down to their classroom for use by their class only. All Aistear to take place within own classrooms for first term. Normal washing and quarantining should apply.</p> <p>Sanitise before and after use.</p> <p>Hot water to be used if possible</p>	<p>Principal</p> <p>Teachers</p>

<p>Happyways Pre-School</p>	<p>H</p>	<p>Children & adults outside of the school entering the building.</p> <p>Less control over protocols as pre-school is a separate entity.</p>	<p>Pre-school follow guidelines as issues to them by TUSLA and the Department of Public Health.</p> <p>Only teaching staff, managers and pupils to enter the building.</p> <p>Pre-school staff and pupils have access to their own sanitiser and cleaning products to clean and sanitise their hands and learning spaces.</p> <p>Isolation area to be identified inside the pre-school room in the event of a suspected case. (Area in the toilet may be chosen if deemed more appropriate).</p> <p>Pre-school to organise for their own regular daily cleaning.</p> <p>Pre-school to organise for their own deep cleaning following a suspected case.</p> <p>In the event of a confirmed case, the pre-school will ensure the HSE is informed of proximity of pre-school classroom to one of the main school classrooms (Room 7) and the fact that the cloakrooms are in a shared space to assist them in decision making during the contact tracing process.</p>	<p>Staff of Pre-School</p>
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