

Our Lady of Victories Infant School

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Risk Assessment/Policy to Minimise the Risk of Exposure to Covid-19 in OLV Infant School

Updated August 26th, 2021. Note, this is a “live document” and will be updated in response to further Governmental Guidelines and School reviews)

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BOM in Our Lady of Victories Infant School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed. **For the sake of highlighting the most recent measures, these measures are written in red.**

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in the Risk **Rating** chart below. **Severity x Probability = Risk Rating**

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

Probability/Likelihood

Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p style="text-align: center;">Emergency – Extremely serious</p> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.
11 – 15	<p style="text-align: center;">Severe and Serious</p> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.

6 – 10	<p style="text-align: center;">Medium</p> <p>If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result</p>	<p>Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.</p>
1 – 5	<p style="text-align: center;">Trivial or Negligible</p> <p>If an incident were to occur, there would be little likelihood that an injury would result</p>	<p>No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.</p>

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.

Who may be affected?	Identified Risks	Risk Communication, Education and Training		Risk Rating with controls	Action implementation
		Controls			

<p>Staff</p>	<p><u>Spread of Covid-19 virus</u></p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 70 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death <p>Additional variants of Covid pose an increased risk (2021)</p>	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Update staff with information from the DES and Gov.ie with respect to school reopening ✓ Continue with the staff approved Lead Covid Staff Worker who will continue in role to liaise with staff ✓ Undertake and complete Induction Training prior to returning to work (Online webinars etc completed) for new staff or returning staff . They in turn will email LCW when training is complete. ✓ Ensure that risk assessment is carried out with respect to pregnant employees and the relevant document kept with their personal file. ✓ Reconfigure Pop Up Staff Rooms and clear signage on the maximum number allowed to co-dine, 2metres apart. August 2021. ✓ Covid Screen in Meeting Room, new building for controlled mandatory meetings which will be kept to an absolute minimum. ✓ Additional outdoor seating for staff and pupils (recycled plastic benches- easy to sanitise) ✓ Display signage/posters and information to increase awareness and promote HSE guidelines re hygiene, social distancing and respiratory etiquette ✓ Local printer engaged to replace damaged Covid signage suitable for our campus August 2021 ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation via email/whatsapp/intercom ✓ Ensure all <i>Return to Work</i> forms are received and reviewed. This will be virtual to reduce contamination - August 2021. ✓ Ensure staff take time to consider the needs within our school community and how we can best promote wellbeing for staff- Staff Social committee will be established September 2021 with a focus on Wellbeing/ team-building. ✓ Parents are updated on website/Seesaw with regard to agency support, wellbeing tips etc. 	<p>Negligible</p>	<p>Board of Management Principal Staff Lead Covid Staff Worker</p> <p>Principal</p>
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- ✓ HSCL/SCP/Staff will link in with new families to support their engagement in school and their understanding of Covid related issues, engaging in appropriate services
- ✓ New families will be supported to engage with Seesaw supporting teaching & learning- HSCL
- ✓ Parents, teachers, SNAs, caretaker will be required to wear masks in the yard at drop off and collection times
- ✓ Following risk assessment and staff vaccination opportunity, In Class will resume

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: **Assessment is ongoing and regular**

Assessor's Name: **Lead Covid Worker, ISM/Staff/BOM**

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		

<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The BoM will ensure that all staff and children can wash their hands regularly.</p> <ul style="list-style-type: none"> • <u>Water tank thermostatic mixers are fitted to sinks.</u> <i>This was completed prior to first reopening.</i> • <u>Urinals have been removed and new sinks will be fitted to address inadequate number of sinks in children’s toilets.</u> <i>This was completed for the first reopening.</i> • Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school as directed by DES. <p>Staff and children should:</p> <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facilities (buildings and grounds). ✓ Appropriate social distancing markings are in place. Room 3, the yard, and other communal areas are marked out ✓ Additional public signage for the campus is displayed in response to guidelines in (No Congregating etc) ✓ All stakeholders permitted to enter building will have temperature taken ✓ Contact Tracing Forms for necessary visitors will be maintained ✓ Yard system (regular fogging , daily cleaning of bus & playground (antiviral wipes on hard surface touch points) done on a daily basis ✓ Ventilation- DES have approved for new windows to be fitted. Engineer has been appointed & the project going to tender. ✓ CO2 Monitors will be used ✓ Necessary PPE is available to staff. Medical face masks given to all teachers, SNAs, caretaker and essential approved visitors. ✓ Standard cleaning and maintenance regimes are in place and detailed records are displayed in the washroom. 	<p>Requires monitoring</p>	<p>Board of Management Principal ISM Staff Visitors</p>
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- ✓ Principal met with manager AFM, our Cleaning contractors 23/8/2021 and AFM confirms compliance to the agreed cleaning procedure as before. A deep clean on will occur in the week prior to reopening.
- ✓ Toilet facilities are cleaned regularly
- ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment and equipment, if shared between bubbles, will be cleaned as before
- ✓ There is regular cleaning of touch points and that staff are provided with essential cleaning materials on a daily basis, every morning to keep their own work areas clean. Cleaning microfibre cloths are distributed to classrooms daily and washed at 60 degrees every afternoon.
- ✓ School equipment is sanitised – shared equipment is cleaned and disinfected between use by different people . Buddy teachers and SNAs assist class teachers daily in this regard.
- ✓ There are additional areas as before to facilitate dining, with limitations outlined i.e. maximum number of persons 2 metres apart etc
- ✓ DES/ advice will be followed with regard to staff meetings and BOM meetings 27th July 2021

- ✓ All waste collection points are emptied regularly throughout and at the end of each day. The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely.

No employees are permitted to attend work if they display any of the symptoms below: -

- ✓ Fever (temperature of 38 C/100.4F degrees or above) or feverish or have chills
- ✓ Cough, shortness of breath or difficulty breathing
- ✓ Headaches
- ✓ Aches and pains or fatigue
- ✓ Nausea or vomiting or diarrhoea

All staff members/ancillary staff will be made aware (WhatsApp & Display) of the HSE/HPSC/ICGP Isolation Quick Guide for under 13 year olds

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Isolation%20quick%20guide%20under%2013s.pdf>

All staff members/ancillary staff/ will be made aware (WhatsApp & Display) of the HSE/HPSC/ICGP Isolation Quick Guide for over 13 year olds

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/algorithms/Isolation%20quick%20guide%20Adults%20and%20children%20from%20their%2013th%20birthday.pdf>

Symptoms may present differently in different age groups and with different variants of the virus. Some symptoms may also be confused with common cold, hay-fever or flu. If you have any new symptoms, even if mild, self-isolate and arrange a COVID-19 test by either phoning your GP, booking online or going to a test centre. Self-isolation – (stay in your room). Self-isolation means staying indoors in a room on your own if possible, and completely avoiding contact with other people, including others in your household. Self-isolation is for people who have had a Reverse Transcription Polymerase Chain Reaction (RT-PCR) test that shows they have COVID-19 and also for people who are thought to have COVID-19, but are still waiting for a test or test result. Restricting movement – (stay at home). Restricting movements means staying at home and avoiding contact with other people and social situations as much as possible. Restricting movement is for people who do not have signs of COVID-19 but who may be at higher risk of getting COVID-19 because they were exposed to a particular risk.

These guidelines do not include information for those who have recently returned from a designated state. Please see gov.ie for information for those returning from designated states.

Children's Temperature & Isolation Area

If a child is unwell, displaying any of the symptoms listed above, his/her temperature will be taken. *Children's temperatures will not be routinely taken on a daily basis as was done March 2021 to June 2021.* The child perceived to be unwell will be given a mask (teacher box) and escorted to the foyer where the front door will be opened.

Note: We have changed the isolation area to the **front foyer** (on the advice of a government advising epidemiologist based in DCU) as adequate ventilation is possible here due to the large front door being opened, and child waiting, under supervision, 2 metres from supervising adult for parent to collect.

A staff member will wait with the child while the parent is phoned by Gwen.

Staff Temperatures

From the 22/2/2021 all staff who enter the school building will continue to take their own temperatures. If they have a temperature of 38 degrees they should leave the building and phone Mary immediately. This procedure will remain in place from 30th August onwards.

Further emphasis on outdoor learning/outdoor classroom concept will be encouraged from August 31st 2021 to reduce Covid risk and promote a healthier lifestyle

<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> Assessment is ongoing and regular	<u>Assessor's Name:</u> Lead Covid Worker & ISM/Staff/BOM

Who may be affected?	Identified Risks	Social Distancing	Risk Rating with controls	Action implementation
		Controls		
<p>All staff Pupils Visitors Contractors Public</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death ??? 	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ physical spacing (2 metres apart currently) for workstations and common spaces, such as entrances/exits, kitchen areas, stairs, where congregation or queuing of staff, or students of visitors might occur ✓ Break times and yard times are staggered . Bar- link Cones separate class bubbles . NOTE: this system was enhanced by use of chain cones as some of the bar cones cracked and were deemed dangerous. Chain cones were introduced in October 2020 and are more effective ✓ Three staff rooms will be in operation (Room 3/9/L/S New Building) with strict limitation on numbers as marked on the doors ✓ 2 metres distance must be maintained when dining. Strict ventilation in the 3 dining areas. Outdoor dining is preferable, maintaining 2 metres distance. ✓ Staff is reminded regularly to wipe all touchpoints after dining. Staff will use own crockery, cutlery ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facilities (buildings and grounds) . While this is recommended, staff unanimously decided (wellbeing) not to overwhelm the building with Covid signs as we have very tight limitations on social distancing, meetings etc ✓ Appropriate social distancing arrangements are be in place throughout the facility and regular reminders over the intercom ✓ There is currently a strict no handshaking policy in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible and from February 24th, body temperature of outside contractors and permitted visitors (list displayed in public foyer, facing outwards) will be taken. Greater than 37.5 Celcius indicates person may not enter building ✓ Junior Infant and Senior Infant Streams will share the yard using Areas A & B & Playground ✓ First Class children will share the big yard ✓ Chain cones will be used ✓ A white line is painted along the mid-yard drain to demarcate parents from children’s line- new parents will be informed of this ✓ No visitors are permitted into the office. No more than two staff members will be permitted into the office at any time. Office has a hatch. ✓ All adult school stakeholders wear appropriate PPE in the building 	<p>Requires monitoring</p> <p>Serious</p>	<p>Board of Management Principal Staff Visitors</p>

		<ul style="list-style-type: none"> ✓ Hand sanitising obligatory in foyer, Room 3 and pop up staff rooms; hand washing soap in dispensers in washrooms for regular hand hygiene. Paper towels in the same areas. <p>Visits to the school will be severely restricted and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise in foyer ✓ Attendance to be recorded on entry to building & contact tracing log filled ✓ Wear PPE- medical grade masks (Gwen will have visitor supply) ✓ Adhere to social distancing requirements ✓ Business done in an expedient manner and preferably out of school hours. Touch Points must be cleaned appropriately. 		
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> Assessment is ongoing and regular</p>	<p><u>Assessor's Name:</u> Lead Covid Worker, ISM/Staff/BOM</p>

Who may be affected?	Identified Risks	Cleaning	Risk Rating with controls	Action implementation
		Controls		

<p>Staff especially Cleaning staff</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff are trained in the new cleaning arrangements for the school ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposing of used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use ✓ On a daily basis, 5 cleaning cloths (washed at 60 degrees) are distributed to each classroom. classrooms have spray cleaning products ✓ Fogger is used frequently by caretaker and is available to staff (goggles etc must be worn) ✓ Antiviral wipes are used in Room 3 , First aid, isolation room, Pop up staff rooms and are binned after. Staff is regularly reminded with regard to touchpoint cleaning. 	<p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
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<p><u>Assessment Date:</u> Assessment is ongoing and regular</p>	<p><u>Assessor's Name:</u> Lead Covid Worker, ISM/Staff/BOM</p>
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Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	The Board of Management will: <ul style="list-style-type: none"> ✓ Have a designated isolation area available within the school building. If a person displays symptoms of Covid-19 the following procedure is to be implemented: <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms (eg child). He/she should wear the mask if in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their parent/doctor and continue self-isolation at home. ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their parent/doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved 		Requires monitoring	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately			
Assessment Date: Assessment is ongoing and regular		Assessor's Name: Lead Covid Worker, ISM/Staff/BOM			

Who may be affected?	Identified Risks	Covid-19 Cleaning		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people. We have purchased an antiviral product used in hospital theatres. ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged, ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids 		<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>			<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> Assessment is ongoing and regular</p>			<p><u>Assessor's Name:</u> Lead Covid Worker, ISM/Staff/BOM</p>		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Use disposable cloths or paper roll and disposable mop heads to clean all hard surface floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times</p> <p>Disinfectants used should be effective against viruses.</p> <p>Additionally:</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags outlined below.</p> <p>When items cannot be cleaned using detergents or laundered or are large, steam cleaning or the fogger should be used</p> <p>Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal</p>		<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>			
<p><u>Assessment Date:</u> Assessment is ongoing and regular</p>		<p><u>Assessor's Name:</u> Lead Covid Worker, ISM/Staff/BOM</p>			

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Pupils Visitors	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>Laundry</p> <ul style="list-style-type: none"> ✓ Clean and disinfect anything used for transporting laundry with your usual products, and items may be washed at 60 degrees <p>Waste Management</p> <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ✓ All waste should be stored safely and kept away from children. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste 		<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management Principal Cleaning staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>			
<p><u>Assessment Date:</u> Assessment is ongoing and regular</p>		<p><u>Assessor's Name:</u> Lead Covid Worker, ISM/Staff/BOM</p>			

I have read and will cooperate with the contents of the Risk Assessment/Policy of Our Lady of Victories Infant School (emailed). I understand it is a live document and will be updated in accordance to HSE/DES and any reviews deemed appropriated by the staff and BOM of the school.

I have read and understand the contents of this document.

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