

Appendix 2**Covid- 19 Response Plan****Risk Assessment**

This is the risk assessment analysis of Primrose Hill National School for Covid-19. This risk assessment is divided into several sections:

- Preparation for the Return to School following Covid-19 Closure.
- Physical Distancing within the School Building and School Playground
- Cleaning and Disinfection of the School Building
- Planned and Unplanned Visitors to the School
- Use of Office Space and Equipment
- After-School Activities – Indoor and Outdoor

Each of the above sections is further broken down into high/medium/low risk categories and the control measures that are to be put in place to ensure risk is minimalised.

Preparation for the Return to School following Covid-19 Closure

Risks	Risk Assessment	Control Measures	Is this control in place?	Responsible Member of Staff	Date Completed/ Reviewed Signature of Staff Member.
Covid-19	High	<ul style="list-style-type: none"> • School will formulate and implement School Covid-19 Response Plan in line with Department of Education guidance and the Return to 		Principal Board of Management	

		<p>Work Safely Protocol along with public health advice.</p> <ul style="list-style-type: none"> • All staff to complete induction training provided by the Department of Education. • All staff to complete and return to the Principal a Return to Work form. • Contact logs will be in place for planned and unplanned visitors to the school. Staff members should maintain their own contact logs. • Completed checklists as required. 		All Staff Members	
Isolation space for a suspected case of Covid-19	High	<ul style="list-style-type: none"> • An appropriate area has been identified within the school building for use as an isolation room should a suspected case of Covid-19 arise. 		Board of Management	
Posters and Signage	High	<ul style="list-style-type: none"> • Child appropriate posters for hand hygiene and respiratory etiquette. • Child appropriate posters for symptoms of Covid-19. • Posters should be visible in classrooms, along corridors and 		Mrs Flood Patricia	

		in bathrooms.			
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Physical Distancing within the School Building and School Playground

Risks	Risk Assessment	Control Measures	Is this control in place?	Responsible Member of Staff	Date Completed/ Reviewed Signature of Staff Member.
Students entering school building in the morning	High	<ul style="list-style-type: none"> Different entrance points for each classroom. Staggered arrival times for classrooms using the same entrance point. 		Principal Class Teachers	
Students using the playground for The Daily Mile	High	<ul style="list-style-type: none"> Staggered timetable for classrooms to participate in The Daily Mile 		Ms Tobin to organise timetable as Active Flag co-ordinator. Class Teachers	
Students using the playground at lunch and break times	High	<ul style="list-style-type: none"> Staggered timetable for playground usage for both lunch and break time. 		Mrs Flood to organise timetable. Class Teachers/ SNAs	
Staff using Staff Room in the morning prior to commencement of school day	Medium	<ul style="list-style-type: none"> Staff to ensure no more than two staff members remaining in the staff room at any one time. One member of staff in food preparation area at a time. 		All members of staff	

Staff using Staff Room during lunch and break times	High	<ul style="list-style-type: none"> • Staggered timetable for lunch and break times will impact on staff's ability to avail of staff room at this time. • No more than two staff members to remain seated in the staff room at any one time. • One member of staff in food preparation area at a time. • Staff to bring in, use and bring home own eating and drinking utensils on a daily basis. 		All members of staff	
Whole school assemblies	High	<ul style="list-style-type: none"> • Whole school assemblies will not take place in current format. • Whole school assemblies will take place via Zoom on a weekly basis, streamed into the classrooms 		Mrs Flood Rev. Stephen Class Teachers	
Individual Classrooms	Medium	<ul style="list-style-type: none"> • Social distancing rules as outlined by the Government and Department of Education. 		Class Teachers SNAs SET Team (when present in individual classrooms)	

Cleaning and Disinfection of the School Building

Risks	Risk Assessment	Control Measures	Is this control in place?	Responsible Member of Staff	Date Completed/ Reviewed Signature of Staff Member.
Daily cleaning of classrooms	Low	<ul style="list-style-type: none"> Classrooms should be vacated at the earliest possible convenience to allow for cleaning to commence. No classroom should be re-entered until it is clean and all surfaces in the classroom are dry. Touch points – table tops, backs of chairs, door handles, toilets and hand-washing facilities should be given priority. All bins should be removed and emptied. 		Cleaning Company Mrs Flood Board of Management	
Daily cleaning of communal areas (corridors, staff room, staff toilet, G.P. Room)	Low	<ul style="list-style-type: none"> Communal areas should be the final area of the school to be cleaned on a daily basis. Touch points – table tops, backs of chairs, door handles, toilets and hand-washing facilities should be given priority. All bins should be removed and emptied. 		Cleaning Company Mrs Flood Board of Management	

Cleaning of teacher's desk	Low	<ul style="list-style-type: none"> Each teacher is responsible for cleaning his/her desk area at the beginning and end of each day. 		Class Teachers	
Cleaning of office areas	Low	<ul style="list-style-type: none"> Principal's office and Secretary's office to be maintained by individual member of staff. Photocopier area will be maintained jointly by Principal and Secretary. 		Mrs Flood Patricia	
Cleaning of toys, sports' equipment, art equipment.	Medium	<ul style="list-style-type: none"> Where possible, pupils should not share equipment. If sharing of sports' equipment or art equipment is required, staff member must set equipment aside for cleaning at the end of the school day. It is the responsibility of the staff member who used the equipment to ensure it has been cleaned according to guidelines and put away for the next person to use. All toys in the Junior classrooms must be cleaned on a weekly basis. Lego that is used in any 		Class Teachers SNAs	

		classroom is subject to a similar cleaning regime as toys in Junior classrooms on a weekly basis.			
Cleaning of a classroom and isolation room where a staff member or pupil was present with suspected Covid-19	High	<ul style="list-style-type: none"> • The room to be cleaned as soon as practically possible. • The room should not be reused until thoroughly cleaned and disinfected. • Cleaner should use disposable cloths and wear a plastic disposable apron and household gloves. • The room should be cleaned using a household detergent followed by disinfection with a household bleach or chlorine based product. 		Cleaning Company Mrs Flood	

Planned and Unplanned Visitors to the School

Risks	Risk Assessment	Control Measures	Is this control in place?	Responsible Member of Staff	Date Completed/ Reviewed Signature of Staff Member.
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<p>Planned visitors for carrying out work in general areas</p>	<p>Low</p>	<ul style="list-style-type: none"> • All visitors must sign in and out of the visitors register in the foyer of the school. • All visitors are required to fill out a Contact Tracing Log form upon arrival at the school. • All visitors should sanitize hands upon entry to the school building. • All maintenance work, where possible, should be carried out after school hours. 		<p>Mrs Flood Patricia John</p>	
<p>Planned visitors for engaging with pupil workshops</p>	<p>High</p>	<ul style="list-style-type: none"> • All visitors must sign in and out of the visitors register in the foyer of the school. • All visitors are required to fill out a Contact Tracing Log form upon arrival at the school. • All visitors should sanitize hands upon entry to the school building. • All visitors should sanitize hands upon entry to and exit from classroom pods. 		<p>Mrs Flood Patricia Class Teachers</p>	
<p>Planned visitors for engaging with staff workshops</p>	<p>Medium</p>	<ul style="list-style-type: none"> • All visitors must sign in and out of the visitors register in the foyer of the school. 		<p>All members of staff</p>	

		<ul style="list-style-type: none"> • All visitors are required to fill out a Contact Tracing Log form upon arrival at the school. • All visitors should sanitize hands upon entry to the school building. • Staff workshops should take place in the GP room with social distancing and ventilation in place. 			
Unplanned visitors	Low	<ul style="list-style-type: none"> • All visitors must sign in and out of the visitors register in the foyer of the school. • All visitors are required to fill out a Contact Tracing Log form upon arrival at the school. • All visitors should sanitize hands upon entry to the school building. • Unplanned visitors will be asked to make an appointment to see whichever member of staff is being sought. 		Patricia	

Use of Office Space and Equipment

Risks	Risk Assessment	Control Measures	Is this	Responsible Member	Date Completed/
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			control in place?	of Staff	Reviewed Signature of Staff Member.
Use of the photocopier by multiple members of staff	Medium	<ul style="list-style-type: none"> All staff members to provide Patricia with any material that requires photocopying at the beginning of each day for the proceeding day. 		Patricia	
Photocopier Area	Medium	<ul style="list-style-type: none"> One member of staff permitted in this area at any one time. 		All Staff Members	
Use of school telephone during school hours	Medium	<ul style="list-style-type: none"> The telephone in the office is for the sole purpose of the school secretary. The telephone in the Principal's office is for the sole purpose of the Principal. Should any phone calls be required to parents during school hours, class teachers should request that the Principal or secretary make the call. 		All Staff Members	
Use of school telephone before and after school hours	Medium	<ul style="list-style-type: none"> The telephone in the office is for the sole purpose of the school secretary. The telephone in the Principal's office is for the sole purpose of 			

		<p>the Principal.</p> <ul style="list-style-type: none"> • Should staff members need to make a call to a parent, they should use the hand held phone in the photocopier room or the telephone in the staff room. • Following use, telephone should be wiped clean using anti-bacterial wipes. 			

After-School Activities – Indoor and Outdoor

Risks	Risk Assessment	Control Measures	Is this control in place?	Responsible Member of Staff	Date Completed/ Reviewed Signature of Staff Member.
Playball	Medium	<ul style="list-style-type: none"> • Outdoor space being used. • Social distancing rules as 		Principal in consultation with	

		outlined by the Government and Department of Education.		Playball team	
Spanish	High	<ul style="list-style-type: none"> • Indoor space being used. • Social distancing rules as outlined by the Government and Department of Education. • Limited numbers of participants per class. 		Principal in consultation with Spanish teacher	
Anyone4Science	High	<ul style="list-style-type: none"> • Indoor space being used. • Social distancing rules as outlined by the Government and Department of Education. • Limited numbers of participants per class. 		Principal in consultation with Anyone4Science team	

Risk Assessment carried out by: _____

Date: _____