

Tullamore ETNS COVID 19 Risk Assessment

Date: Aug 19th 2019

	Level	Risks	Control measures	Personnel responsible
Morning Assembly	L	<p>Pupils not lining up</p> <p>Pupils interacting with other pupils</p> <p>Pupils not hand sanitising</p> <p>Pupils not sitting in their own seats on entry</p> <p>Pupils not queueing to hang up coats</p> <p>Parents not lining up</p> <p>Parents late</p>	<p>Protocols for Daily Morning Assembly: See plan below</p> <p>Pupils Lining Up/Interacting with each other</p> <ul style="list-style-type: none"> • Arrival Time: Apart from buses, no earlier than 09:10am • Two staff members will greet children every morning at the usual pedestrian entrance to the school beside The Arc. • Children will be directed on to the yard (there will be supervision on the yard from 09:10) where they will line up on the designated “yellow feet” at the relevant teacher’s room number. • Children are asked to remain in this space until their teacher collects the line. • The children will follow the teacher through a particular door (details below) maintaining social distancing. <p>Entry points</p> <ul style="list-style-type: none"> • 3rd/4th will enter through Fire Exit 1. • Junior Infants, Senior Infants and 1st Class will enter through the main pupil entrance. • 5th and 6th class will enter through Fire Exit 2. • The Arc and Second Class will enter through the side door beside Cathy’s office. • Cathy will close all doors. • On wet mornings children will be permitted to enter their classrooms from 9am. Rebecca will supervise downstairs classrooms. Michelle/Tara will rotate supervision of 1st floor 	<p>CL and MC</p> <p>SNAs to supervise also once the bus is in from The Arc and MCarni from 9.00 am</p> <p>TO’B and RQ</p> <p>Pupils and Teachers</p> <p>Pupils and relevant class teachers</p> <p>CL</p> <p>RQ, MC/TO’B, CL</p>

			<p>classrooms. Children will be reminded to use sanitiser on entry to classroom and go directly to their assigned seat. Cathy will continue to supervise the pedestrian entrance outside.</p> <p>Hand Sanitising</p> <ul style="list-style-type: none"> The children will apply hand sanitiser before entering their classroom. <p>Pupils sitting in their own seat on entry</p> <ul style="list-style-type: none"> Pupils will sit in their designated seats. All tables to be labelled with students' names by teachers. Their bags can be hung on the back of their chairs. <p>Pupils not queueing to hang up coats</p> <ul style="list-style-type: none"> Pupils can hang their coats on the back of the chairs so as to avoid congestion around the coat racks for first seven days. We can review this later. <p>Parents on yard</p> <ul style="list-style-type: none"> Senior Infant - 6th Class parents will not be permitted on the yard at all in the mornings. For the first seven days Junior Infants will arrive at 9.45 a.m. Their parents will be permitted to walk them through the yard to the line where they will be received by two staff members. <p>Late Parents/Children</p> <ul style="list-style-type: none"> Pedestrian entrance will be supervised by Cathy until 9.25am. Children arriving late may enter the school through the main pupil entrance until 09:25am. Cathy to re-iterate importance of being on time for school each morning to parents. 	<p>Pupils</p> <p>Pupils and class teachers</p> <p>Pupils</p> <p>Parents</p> <p>FM/CL/CC</p> <p>Supervising teachers Pupils, Parents</p>
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			<p>Teachers to teach:</p> <ul style="list-style-type: none"> - correct lining up protocols for entering and leaving the school - sanitising of hands on entry to classroom - rules re: hand hygiene/respiratory hygiene, staying in seat - yard protocols 	Teachers
Dismissal	L	<p>Social distancing not being maintained by parents</p> <p>Parents not abiding by line up regulations</p> <p>Late pick ups</p> <p>Pupils going to after school Activities</p>	<p>Daily Dismissal: See Exit Plan below</p> <p>Dismissal Procedures</p> <ul style="list-style-type: none"> • Classes will exit the building through the same door they entered through in the morning (see above) • Pedestrians and cyclists are to leave the grounds in a timely fashion. • Those travelling by car are to go directly to the car. • Those travelling on buses must adhere to the bus rules. • The car park and yard will be supervised as always. <p>Parents Maintaining Social Distancing and Line Up regulations</p> <ul style="list-style-type: none"> • Collection Time: Junior Infants will be collected at 12.30 p.m. for the first seven school days. From September 7th it will be 2.00 p.m. Senior Infants will be collected at 2.00 p.m. Parents are to wait in the yard on the yellow feet maintaining physical distancing. • No parents of children 1st – 6th are allowed on yard for pick-up. Parents are to collect their children from the usual pedestrian exit of the school. Parents of children 1st – 6th who are collecting their children by car are to park in a parking space and remain in their cars. Parents collecting on foot can wait outside the main school gates. Children will be directed by supervising staff to exit safely. 	<p>Pupils and Class Teachers</p> <p>CL/MC/RQ/TO'B</p> <p>Parents</p> <p>Parents</p> <p>CL & MC</p>

			<p>Pupils going to after school activities</p> <ul style="list-style-type: none"> The after school supervision facility for infants will operate from August 31st for Senior Infants and from September 7th for Junior Infants. Olivia will collect the children from the Junior and Senior Infant classrooms and escort them to the library. This will be partially partitioned to allow for separate Junior and Senior Infant bubbles to be maintained. There will be no extra-curricular activities available initially. This will be reviewed later in the school year. <p>Late Pickups</p> <ul style="list-style-type: none"> Children will be supervised in the car park until collected by parents. If a child has not been collected by 3:10pm, parents will be phoned and children will wait in the bus shelter until a parent arrives. A member of the management team will supervise. <p>Actions to be carried out:</p> <p>The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child.</p> <p>Teachers to teach children procedures for exiting school safely.</p>	<p>OG</p> <p>MC/CL/RQ/TO'B</p> <p>Principal</p> <p>Teachers</p>
SEN	L	<p>Size of the rooms.</p> <p>Mixed groups</p>	<p>Risk Assessment SEN</p> <p>Size of the Rooms/Mixed Groups</p> <ul style="list-style-type: none"> Classrooms ('bubbles') have been reconfigured to allow for 1m distancing between pupils 	<p>MC and PD</p>

		<p>Teacher has much higher exposure -</p> <p>No ventilation in Sensory Room</p> <p>Use of materials/resources</p>	<ul style="list-style-type: none"> • Children from three tables will be considered a 'pod' in mainstream classes (3rd – 6th). • All children in the Arc will be a deemed a pod. • Children to receive learning support will be in the same pod in mainstream class. • With the exception of students in the junior end (where social distancing is not expected), children from The Arc will not integrate to mainstream classes initially. This will be reviewed later in the year. • SET teachers may use spare classrooms if withdrawing larger groups which would not allow for social distancing in their support rooms – Aistear room, drama room and adjacent room, library (09:20am-2:00pm) • Sanitisers will be placed at the entrance to rooms and pupils must sanitise before entering a SEN room. <p>Staff has much higher exposure</p> <ul style="list-style-type: none"> • Staff will be provided with face shields/masks for situations where physical distance of 2m is not possible. <p>Use of Materials</p> <ul style="list-style-type: none"> • Pupils will bring their own books/copies/writing materials etc. • Extra supplies of pencils will be purchased by SEN teachers as a backup. • SEN staff to prepare back-up materials using sandwich bags. • After each group, SET teachers will use sprays and paper towels to wipe down desks and door handles <p>No Ventilation in Sensory Room</p> <ul style="list-style-type: none"> • Children from the Arc will use the sensory room individually, following a timetable. Supervising SNAs will stand at the door of the room. The room will be vacant for 15 minutes between children. When all children from The Arc (pod) have used the sensory room facilities, the room will be wiped down by SNAs. 	<p>Class Teachers</p> <p>SET Teachers</p> <p>MC & PD</p> <p>MC</p> <p>Pupils</p> <p>SET Teachers</p> <p>MC to provide</p> <p>MC, BM & SNAS</p>
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			Children from mainstream classes may then use the room.	
Junior Classes	L	Size of rooms Pupils moving around the room Pupils sharing resources Teachers/pupils at risk Corrections of homework	<p>Size of Rooms</p> <ul style="list-style-type: none"> • Pupils will be seated using the arrangements suggested by the DES. • Where necessary furniture will be removed. <p>Resources</p> <ul style="list-style-type: none"> • Pupils to use their own materials only where possible— No sharing of personal equipment -glue sticks, rulers etc. Back up materials to be purchased for those pupils who may not be able to afford same. • All pupil resources should clearly be labelled. Parents to be requested to do this. • Teachers also have to sanitise hands regularly if correcting copies. • Use of two homework copies if it works for people. • Pupils will sanitise before and after every activity, e.g. using the IWB, art materials, table top activities. <p>Pupil Movement around room</p> <ul style="list-style-type: none"> • Teachers to restrict pupil movement around the room as much as possible. • Markings will be on the floor, beyond which a child should not go, so as to maintain distance between teacher and pupils. <p>Teachers/Pupils at risk</p> <ul style="list-style-type: none"> • Use of visors and masks for those teachers/pupils at risk. Teachers who require same are to inform principal. Cloth face coverings are not suitable for children under 13. 	DES template PD/MC/Class Teachers Teachers Pupils/parents Teachers Pupils Teachers MC & PD MC

<p>Breaks</p>	<p>L</p>	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Social distancing</p> <p>Going out /coming back in</p> <p>Hygiene</p> <p>Recording of incidents -use of Incident Books</p> <p>Lunch</p> <p>Opening lunches/packets/ holding of foods Water bottles</p> <p>Children -asthma</p> <p>Epi Pens</p> <p>Accidents Fallers Children wetting themselves</p> <p>Bringing in of children from the yard if sick/hurt.</p>	<p>Times:</p> <ul style="list-style-type: none"> • There will be two twenty minute break-times, the first at 11am, the second at 1pm. <p>Spaces:</p> <ul style="list-style-type: none"> • Junior Infants – 2nd Class will each have a quadrant to play in as a class on junior yard and will enter and exit through the same doors as they use each morning. • 3rd – 6th Classes will each have a section to play on in senior yard. They will leave the building by walking past the library and taking the back stairs at the Arc and use that exit. When break is over, the children will line-up in the junior yard as normal and be collected there by class teachers. • No basketballs or footballs to be used until further directives from NEPHET/DES • Usual Rain Supervision protocols will apply. Pupils may read/watch a suitable movie. Board games are no longer allowed. <p>Hygiene</p> <ul style="list-style-type: none"> • Children wash hands before and after eating. • All children eat lunch in rooms 10 minutes before yard-time. • Children sanitise on return to classroom (and wash hands if needed). • Teachers are to sanitise hands if asked to open items by the children. • Parents are asked to fill water bottles at home. Pupils to sanitise hands if filling water in the classrooms. • Sanitiser for infants may have to be dispensed by the teacher <p>Incident books</p>	<p>Staff to teach lessons on the various protocols</p> <p>Class Teachers</p> <p>Pupils</p> <p>Pupils</p> <p>Teachers</p> <p>Parents/pupils</p> <p>Infant Teacher</p>
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Toilet	<p>Students: Social distancing in the toilets/Pupils not washing hands</p> <p>Different classes using the toilets at the same time</p> <p>Pupils coming in during break times to use toilets</p>	<p>Socially Distancing</p> <ul style="list-style-type: none"> • Parents encouraged to get children to go to toilet before coming to school/wash hands. • Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet. • Teachers to put up signs outside doors in classrooms where there are toilets. <p>Use of toilet during yard time</p> <ul style="list-style-type: none"> • Teachers to encourage children to use the toilet before yard to minimise occurrences of children coming in from yard to use toilets. • Aistear room toilets to be used for this purpose. One child allowed at a time. No queuing outside. Ask the child to come back in a few minutes, <p>Staff Toilets:</p> <ul style="list-style-type: none"> • Staff upstairs to use toilet opposite library. 	<p>Principal to notify Parents</p> <p>Pupils</p> <p>Teachers</p> <p>Teachers</p> <p>Duty teacher and pupils</p>	

		<p>Teacher toilets</p> <p>Toilet cleaning</p>	<ul style="list-style-type: none"> • Staff on bottom corridor (Room 1-3 and support rooms) to use main staff toilets (opposite room D). • 2nd Class Teacher and Principal to use toilets opposite entrance to P.E. hall • Staff in the Arc to use toilets in the Arc. <p><u>Toilet cleaning</u></p> <ul style="list-style-type: none"> • Toilets to be cleaned by cleaning staff daily 	<p>All staff</p> <p>Cleaning Staff</p>
Staff-Room Breaks	L	<p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery</p> <p>Queueing for microwave/dishwasher/water</p>	<p><u>Staff Rooms</u></p> <ul style="list-style-type: none"> • 3 Staff rooms available to facilitate social distancing. • Original staff room will serve all staff based on the ground floor of the building (Rooms 1-3 and support rooms). • The upstairs staffroom will serve all staff on the first floor of the old building (Rooms 5-8). • The servery will serve all staff in the new building from Room 9 – The Arc. • Staff will keep to the same seat where possible. • Fridge, microwave, burco/kettle may be used. Everything else to be supplied by staff and removed daily. • Those in the high risk category ideally should remain in their own rooms. • Staff to ensure that their own area has been cleaned up after use. • Staff to maintain social distancing while using the microwave/hot water. • Staff to sanitise before and after using any items. 	All Staff
PE + PE equipment	L	<p>Sharing of equipment</p> <p>Social distancing</p> <p>Equipment</p>	<ul style="list-style-type: none"> • All pupils to sanitise hands before and after PE sessions. • P.E. lessons will take place outside when the weather allows and use of equipment will be confined to individual class groupings. 	Pupils/staff

		Coaches coming in and mixing between classes.	<ul style="list-style-type: none"> • Staff members and pupils may take additional breaks outside during the school day. • P.E. hall not be used for P.E. lessons until further notice. • GAA coaching - awaiting directives 	
Digital equipment (iPads etc)	L	Sharing of devices between classes could lead to transference of virus	Use of Devices <ul style="list-style-type: none"> • iPads will not be introduced for shared use by pupils for a few weeks until we have robust systems in place and can be assured of compliance and safe use of equipment. 	Pupils
Shared Maths/ Science resources cupboards	L	Transference of virus through shared use	<ul style="list-style-type: none"> • Pupils and teachers to sanitise hands before and after use of all materials that might be shared. • Shared equipment to be cleaned before returning to shared storage area. (Maths equipment/science/PE etc.) 	Pupils and staff Staff and senior pupils
Class-room Libraries Books/Copies	L	Transference of virus through shared use	<ul style="list-style-type: none"> • When books are returned they must be left in separate box for 2 days. • Importance of teaching kids not to root through the books as they are selecting one. • Lesson on hygienic use of materials. • Children use their own books, pens, pencils etc. and as far as possible should not share with other pupils. • If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Sanitise before using. • Teachers may use two homework copies if they want. 	Pupils/ Teachers
After school	L	Pupils moving unsupervised through the school	Pupils going to after school activities	

Clubs		<p>Difficulty of social distancing if physical activity involved</p> <p>Sharing of resources</p> <p>Mixing of pupils from different classes</p>	<ul style="list-style-type: none"> • The after school supervision facility for infants will operate from August 31st for Senior Infants and from September 7th for Junior Infants. Olivia will collect the children from the Junior and Senior Infant classrooms and escort them to the library. This will be partially partitioned to allow for separate Junior and Senior Infant bubbles to be maintained. • There will be no extra-curricular activities available initially. This will be reviewed later in the school year. 	OG
SNAs	L	<p>Crossover from classes./Coughing/sneezing etc/Toileting</p> <p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils</p>	<ul style="list-style-type: none"> • Sanitising hands leaving/entering all rooms. • Where SNAs cannot ensure physical distance of 2m, they will wear masks/visors. • Refilling water bottles/opening lunch container/assisting with clothing etc: SNAs to sanitise before and after touching children's items. 	MC to order sufficient supplies
Aistear	L	<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>	<ul style="list-style-type: none"> • No Aistear at the start of the year. 	