

SCOIL MHUIRE, KNOCKRAHA

RISK ASSESSMENT/LOGISTICS PLAN

Date: 3rd August 2020 – 1st September 2020

Hazard: COVID-19

Is the hazard present? No

What is the risk? Illness

Risk Rating: H=High; M=Medium; L= Low

If there are one or more High Risk (H) actions needed, then the risk of injury could be high an immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.

Area of Concern & Risk	Control Measures	Personnel Responsible	Date Action Completed
<ul style="list-style-type: none"> • Drop Off/Collection from School H • Arrival/Dismissal from Class H • Social & Physical Distancing in the Classrooms H • Movement in the Hallway L • Ventilation of Rooms M • Use of Copies, Pencils, etc. M/H • Use of classroom libraries L • Uniforms/Tracksuits L • Lunches H • Break Times H • Use of Cloakroom Areas/Toilets H • Use of Personal Protective Equipment M • Use of Staffroom/Staff Breaks/Staff Meetings M/H • Reception Area H • Parent/Teacher Meetings L • Visitors to the School L • Use of Shared School Equipment H • Cleaning of Toys/Aistear Equipment H • Staff Crossover M • Special Education H • Assemblies/Extra-curricular Activities L • Teaching & Learning L • Supporting Children who Cannot Attend School L • Wellbeing of School Community M/H • Hygiene & Cleaning H • Illness & Dealing with Suspected Case of COVID-19 H 	<p>All control measures are listed below.</p>	<p>BOM Principal Staff Parents Pupils Visitors</p>	<p>Ongoing</p>

<ul style="list-style-type: none"> • Teacher/SNA Absence & Substitution L 			
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SCHOOL PROFILE

Staff:

157 Pupils
 7 Mainstream Class Teachers (One Job Share Position)
 2 Full Time Special Education Teachers
 1 shared Special Education Teacher who works in the school ½ day per week
 4 Special Education Needs Assistants
 Teaching Principal
 Teaching Deputy Principal
 Full time secretary
 Part time caretaker
 Part time cleaner

Classroom Measurements:

Room	Size	Pupils
Classroom A	9m x 7.5m = 67.5 sq.m	29
Classroom B	11m x 7 m = 77 sq.m	28
Classroom C	7m x 7m = 49 sq.m	29
Classroom D	7m x 7m = 49 sq.m	30
Classroom E	7m x 7m = 49 sq.m	26
Classroom F	8m x 7m = 56 sq.m	15
SEN Room	5.5m x 5m = 27.5 sq.m	Max. 6 pupils

Each classroom has its own sink.

Each classroom has access to its own toilets.

Classrooms A & B share toilet facilities.

There are sinks available in the staff bathrooms, staff rooms, kitchenette. There is hot water in the following

There are no sinks in the Special Education Room or the Principal's office, which doubles as a SEN room.

Accessing the school grounds/building:

There are 2 gates to the school grounds.

There are 2 gates to the school playground area at the rear of the school.

There are 6 doors into the school building.

Human Resources allocated through additional funding from the DES:

Aide – 2 days

Additional Principal Administration Days – 6

Assumptions:

School will reopen on Tuesday, 1st September 2020

Staff will return to school officially on Monday, 31st August 2020

Key Dates:

Staff Meetings – 18th August 2020; ISM Meeting – 19th August 2020; BOM Meeting – 26th August 2020

- **Drop-off and Collection Routines**

We would ask all parents/guardians to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that

- parents/guardians do not come onto the school grounds before or after school.
- parents/guardians do not come within 2m of each other when dropping/collecting their children at the school gate.
- parents/guardians ‘drop and go’ and do not linger at the school wall/gate when their child is in their line.
- parents/guardians who drive their children to/from school and walk them to the school gate, return to their car once their child is left at the school gate.
- parents/guardians do not try to have meetings with members of staff in the playground at drop-off and collection times – meetings between parents and teachers can only take place by prior arrangement when necessary. It is recommended that you contact the school or your child’s class teacher by phone or email.
- all parents/guardians adhere to the drop-off and collection plans as outlined above and below. (Parents/guardians not willing to do so will be contacted by the Board of Management.)

Drop-off Plan for all Pupils

- Children can be dropped to the school between 8:40 am and 8:50 am.
- There are two entry points. **GATE 1**, which is the main gate and **GATE 2**, which is the lower gate.
- Each family group is asked to use only one of these gates in the morning and are assigned as follows:
 - Pupils with surnames starting with the letters **A-J** are must enter the school grounds via **GATE 1** in the morning.
 - Pupils with surnames starting with the letters **K-Z** are must enter the school grounds via **GATE 2** in the morning.
- Children will go directly to their designated class zones and line up as follows:

Class	Line - Up Zone
Junior Infants (Ms. Walsh)	DORAS F
Senior Infants (Ms. Ní Bhuachalla)	DORAS E
Rang 1 / 2 (Ms. O’Sullivan)	DORAS C
Rang 2 / 3 (Ms. Clynch)	DORAS D (Main Door)
Rang 4 / 5 (Ms. Ryan/ Ms.Hoctor)	DORAS A
Rang 5 / 6 (Ms. Claffey)	DORAS B

- Children will maintain social distancing in their class groupings and follow the ground markings. They will not mix with other classes during this time.
- On wet mornings children will go directly to their class via their assigned class doors. They will be supervised by staff and will remain seated at their desk during this time.
- Pupils will sanitise their hands before entering the classroom. On entering the classroom, the children will take their assigned seats. Children will be directed to hang up their coats in the cloakroom area by the teachers. All pupils have assigned coat hooks.

Collection Plan for Infant Classes

- Junior Infants will exit the school via Doras F and are to be collected from GATE 2.
- Senior Infants will exit the school via Doras E and are to be collected from GATE 1.

Collection Plan for Rang 2 – Rang 6

- All other classes will exit the school building via their assigned exit points and will exit the school grounds via the gate as assigned by their surname.

Please note that the class teachers will supervise the children during home time and gradually release them in small numbers to allow for a safe dismissal from the school.

Late Arrivals/Collections

- The school doors will be closed at 8:50 am in the mornings. Any child arriving at the school after this time is considered a late arrival.
- Any child that is not collected on time at the end of the school day will return to their classroom with the class teacher. They will be considered a late collection.
- In the event of either of the above, parents/guardians will have to ring the school to arrange for a member of staff to open the relevant door.

- **Arrival/Dismissal from Class**

Children will sanitise their hands on entering and exiting their classroom.

- **Social & Physical Distancing in the Classrooms**

Physical Distancing will be achieved in two ways: -

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

Increasing Separation This will be achieved by re-configuring the classrooms to maximise physical distancing. Each class will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into pods in the senior classes. A pod is a group of children who will sit together and who will stay in their pod while in the bubble, or classroom. Each child's chair will be clearly labelled. We will email you details of your child's classroom plan next week.

Decreasing Interaction This will be achieved by decreasing the potential for children from different bubbles to interact. Pupil's will enter and exit the school and their classrooms by individually assigned access points. Break times will be staggered to reduce numbers and to minimise contact in the yard. Each class bubble will have a designated play area during play time in the yard.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 5 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod.

All unnecessary furniture will be removed from these classrooms to create as much space as possible.

- **Movement in the Hallway**

Briefly passing someone in a hallway is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe the practice of keeping to the left when passing someone. Arrows will be placed on the floor to direct people.

- **Doors/Windows & Ventilation of Rooms**

Where practical, all internal doors will be left open or removed to minimise hand contact with common surfaces. To ensure that classrooms are well ventilated, both internal & external windows will be kept open as often as possible. Windows must be left open when children are singing as a group. Windows will be opened while children are taking breaks in the playground. Weather permitting children will have three outdoor breaks a day i.e. sos, lón and Daily Mile.

- **Use of Copies, Pencils, etc.**

Pupils are to use their own materials. There will be no sharing of personal equipment e.g. glue sticks, ruler. Parents must clearly label their child's belongings. Back up materials to be purchased for those pupils who may need them at teacher's discretion. Pupils must leave their pencil case in school. Sharpeners must have a compartment that collects shavings. Only essential school items are allowed in school.

Pupils will sanitise **before and after every activity**, e.g. using the IWB, art materials, tabletop activities. Pupils books must be removed from their desk and placed in designated spots at the end of the day.

Teachers must also sanitise hands regularly if correcting copies.

Each class teacher will communicate information regarding homework procedures in September.

- **Use of Classroom Libraries**

When books are returned, they must be left in separate box for 72 hours.

The importance of not rummaging through the books as they are selecting one will be explained to the pupils. Hand sanitiser will be used before using the library.

- **Uniforms/Tracksuits**

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day, and this is probably not practical for most families. We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers. As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc. Children must be able to tie their own shoes. The use of Velcro/slip-on shoes /zips are encouraged if children cannot tie their own shoes.

- **Lunches**

Parents/Guardians must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Children's lunch boxes and water bottles must be clearly labelled. Parents should choose lunch boxes and water bottles that can be opened and closed easily by children, where practical. Teachers are to sanitise hands if asked to open items by the children. Please remind your children not to share their food or drinks with other children. Children will eat their lunches at their desks, as per our usual practice. To reduce movement around the class during lunch time, children will bring their rubbish home.

- **Break Times**

There will be staggered small break times:

Break Time	Classes	Yard Area & Time	Access Point
10:30 am – 10:50 am	Junior Infants Senior Infants Rang 1/2	A-10:30 am B-10:30 am C-10:30 am	Right Gate Right Gate Left Gate
10:45 am – 11:05 am	Rang 2/3 Rang 4/5 Rang 5/6	A-10:55 am B-10:55 am C-10:55 am	Right Gate Left Gate Left Gate

- The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.
- Children will be supervised walking to the yard.
- Each class is designated an area in the main yard. (See Table Above)
- Yard will be divided by cones and classes do not mix.
- Class teachers will collect their classes from the yard.
- Class teachers to ensure collections happen on time after break ends.
- Children will be encouraged to maintain social distancing in their lines.
- All children eat on their return to classroom.
- All children eat before they go outside.
- On wet days, the usual rain supervision protocols will apply. Pupils will remain seated at their desks. Children may read, draw, chat or watch a programme selected by the teacher on the IWB.

If a child becomes sick or gets hurt the yard teacher will evaluate the child and if she/he deems it necessary for the child to be seen in the office the child will be taken back to their class by the SNA on duty.

If the injury is only a scratch etc, the teacher will use the First Aid box to apply treatment such as plasters/wiping of graze.

- **Use of Cloakroom Areas/Toilets**

- Parents encouraged to get children to go to toilet and wash their hands before coming to school.

- Children to use their designated class toilet.
- Only one child at a time will be allowed in the toilet area unless the teacher/SNA is there to supervise.
- Senior classes will have to share the toilet, but strict measures will be put in place to enhance sanitation.
- Pupils are to use elbows to open doors, to sanitise before and wash hands after using the toilet.
- Teachers to put up signs on the outside doors in classrooms where there are toilets.
- All toilets will be labelled clearly to avoid confusion.
- **Pupils will not be allowed /discouraged back in t use the toilets during break time. They will have to return through their designated door and class toilets.**
- There will lessons given on toilet hygiene/lining up to use toilets.
- Toilets will be cleaned/checked by caretaker after all breaks.

- **Use of Personal Protective Equipment**

Assisting with intimate care needs

PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members must move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings. Inappropriate use of masks may expose others to risk of contamination and therefore will not be permitted in school.

The guidelines do not recommend that staff wear masks or face coverings as these would hide facial expressions and make communication with the children more difficult. Visors will be provided to staff members and these must be worn when 2m cannot be maintained.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines and may expose others to risk of contamination. Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

- **Use of Staffroom/Staff Breaks/Staff Meetings**

Staff are requested to adhere to the following:

- Staff break times will be staggered.
- Staff break rota to be placed on notice board.
- Staff to sanitise hands on entering the staffroom, as well as before and after using any items.

- The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing. Maximum numbers in the staffroom is currently 3 people.
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. These must be brought into school and brought home on the same day or stored in the staff members shelf unit.
- Staff to ensure that their own area has been cleaned up after use.
- Staff to maintain social distancing while using the microwave/hot water.

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

- **Reception Office**

Only one person is permitted in the reception office. Staff members and others should not enter the reception office and should speak with the secretary from the far side of the glass partition.

Any staff member who uses the photocopier and/or telephone should clean it down after use with the wipes provided.

Children are not to be sent to the secretary with messages.

A contactless payment system using Aladdin Schools is in the process of being set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to cooperate in helping to keep school staff safe by arranging for contactless payments through the school office.

- **Parent/Teacher Meetings**

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

- **Visitors to the School**

A detailed sign in/sign out log of those entering the school building will be kept.

All visitors are required to wear face coverings on entering the school building.

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction Training.

- **Use of Shared School Equipment**

PE: All pupils to sanitise hands before and after PE sessions. A timetable will be drawn up for the use of common PE equipment.

ICT: All pupils to sanitise hands before and after use of devices. A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

Maths & Science: Pupils and teachers to sanitise hands before and after use of all materials that might be shared. Staff date the sign in/ out of resources so proper number of days elapse between use in different rooms.

Art Supplies: All classes are to have their own paint brushes and paints. Teachers are to keep their own art supplies in the classroom, as far as is practical.

Station Teaching: Pupils/teachers to hand sanitise before and after each group.

Teachers will rotate. Plastic folder folders required for Literacy Lift-Off. PM Readers to be given out on Monday and placed in returns box on Thursdays.

- **Cleaning of Toys/Aistear Equipment**

No Aistear at the start of the year. Teachers are putting together a cleaning plan.

- **Staff Crossover**

The movement of staff between bubbles will be reduced but cannot be eliminated. SETs and SNAs will have to move throughout the school but this will be minimised as much as possible. Staff will have to sanitise hands leaving/entering all rooms.

Pupils will still be taken in small groups/individually for movement breaks and additional support throughout the day. Children in these groups will not be mixed with children from another class bubble.

- **Special Education**

Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

Where children from 3rd -6 th receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.

The Principal's Office will continue to be used as an extra room for teaching SEN pupils in groups no larger than 2 children.

The tables and chairs in the SET rooms will be disinfected in between different groups attending.

- **Assemblies/Extra-curricular Activities**

Postponed for the moment.

- **Teaching & Learning**

Each child will be a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Returning to School - Curriculum Guidance for Primary School Leaders & Teachers to with any planning challenges.

- **Supporting Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time due to a health risk associated with COVID-19, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

- **Wellbeing of School Community**

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

- **Hygiene & Cleaning**

Sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.

Water, soap, and disposable towels are available in all the cloakrooms and classrooms.

Children do not need wash bags at this time and are to use disposable hand towels provided instead.

Child are allowed individual hand sanitisers in class and each child must bring their own tissues to school.

Hand and respiratory hygiene will be taught, promoted, and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly throughout the day.

- **Illness & Dealing with Suspected Case of COVID-19**

Under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created next to the principal's office.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The pupil will be accompanied to the isolation area. 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. Parents/guardians are asked to make sure that their contact details are always kept up to date.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces, and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality are always essential.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

- **COVID-19 Related Absence Management**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

- **Teacher or SNA Absences and Substitution**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, one of the Special Educational Teachers will substitute for that person.