



SAFETY STATEMENT
ST PATRICK'S BOYS NATIONAL SCHOOL

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Health and Safety Policy

The Board of Management has a commitment to ensure that the school is as safe as is reasonably practicable. The safety statement outlines the health and safety management system that the school has in place for safeguarding the health, welfare and safety of the whole school community.

This policy requires the co- operation of all members of the school community. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management is committed to:

- Manage school activities so as to ensure the safety, health and welfare of staff, pupils and visitors;
- Prevent improper conduct or behaviour likely to put staff and others' safety and health at risk;
- Provide safe means of access and egress;
- Provide safe equipment;
- Provide safe systems of work, which are planned, organised, performed and maintained so as to be safe, and without risk to health.

- Prevent risk to safety and health from any article or substance;
- Provide appropriate information, instruction, training and supervision;
- Provide appropriate personal protective equipment (PPE) and clothing where hazards cannot be eliminated;
- Prepare, review and revise emergency plans;
- Review the policy on an annual basis:
- Designate staff for emergency duties;
- Provide and maintain welfare facilities;
- Consult staff on matters pertaining to health and safety.

Introduction and School Profile

This safety statement outlines the health and safety policy of St Patrick's Boys National School and in doing so aims to fulfill the requirements of all relevant legislation, in particular the:

- Safety, Health and Welfare at Work Act, 2005,
- Safety, Health and Welfare at Work (General Application) Regulations, 2007.

Relationship to Ethos

This policy has been drawn up in consultation with staff, parents' representatives and the Board of Management and with reference to the school's mission statement. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school

The Board of Management under the patronage of Archbishop Diarmuid Martin manages St Patrick's Boys National School and adopts and follows policies and procedures set out by the Department of Education.

The school is located on the campus of D.C.U Institute of Education, Drumcondra and is housed in two separate buildings. The Junior building is ground floor level while the Senior building is two storey.

There are 480 pupils in attendance.

There are 29 teachers including Principal and Deputy Principal.

There are 8.3 SNAs.

There is a full time Secretary and Caretaker.

Current resources available to support safety, health and welfare in the school.

- Fire extinguishers in place in all areas
- Fire exits clearly marked
- Regular fire drills
- Evacuation plan noted in every room
- Fire safety doors in corridors

- First Aid kits available at office in Senior School and in the hall of Junior school
- Defibrillator available in Drumcondra ERC, adjacent to senior school.
- Variety of cleaning materials available to adults, kept out of reach of children
- Yard incident/accident book
- Visitor book
- Early Collection Book
- A number of staff have received first -aid training.
- Access to the school is carefully monitored and procedures are in place for the safe collection of children.
- Annual review of Risk assessment/Child Safeguarding

Safety Reps

The Board of Management has ultimate control over health and safety within the School. There are three positions relating to Health and Safety in the school. They are

Natasha Bassett : Principal

Sarah Baxter : Staff Safety Rep

David Carey: Fire Officer

Jenny Doyle, Michelle Quinn, Anne Dunne , Brian Skelly: Lead representative Workers/ Deputy Lead Representative Workers

The people in these positions co-operate to implement the employer's policy of creating a safe working environment.

- There will be continuous monitoring and reviewing all aspects of the safety statement.
- There will be safety consultation between the employees and management with regards to all matters that may affect health and safety at the workplace.
- Health and safety issues will be communicated to staff at least once a term and communications will be recorded.

Such a report shall minimally include the following:

- (a) Review of any accidents or dangerous occurrences.
- (b) Recommendations for correction of accidents caused.
- (c) Safety Review and findings.

The persons listed above provide a forum through which employees may consult and give recommendations on health and safety issues.

Roles and responsibilities

Section 20 of The Safety, Health and Welfare at Work Act 2005, states that a safety statement should specify "the names and, where applicable, the job title or position held of each person responsible for performing tasks assigned to him/her pursuant to the safety statement."

3.1 Board of Management:

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has an up to date Safety Statement;
- Reviews the implementation of the Safety Statement;
- Sets safety and health objectives;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and when changes that might affect workers' safety and health occur;
- Provision for persons with special needs.
- Allocates adequate resources to deal with safety and health issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

3.2 Archbishop's House– Patron Body

- To support the Board of Management in fulfilling its duties under health and safety legislation

3.3 Designated person for safety and health acting on behalf of the Board, e.g. the Principal:

- Complies with the requirements of the 2005 Act;

- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates with all members of the school community on safety and health matters
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- Organises fire drills (termly) and training.
- Co-operates with inspectors and officials of the relevant bodies concerned with safety and health standards.

3.4 Safety Representatives

In accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, St Patrick's Boys National School recognises the right of all employees to elect Safety Representatives and also recognise the duties and rights attached with such a position.

The role and statutory rights of the Safety Representative are summarised as follows:

- Supporting the principal in organising fire drills on a regular basis and updating evacuation plan as necessary.
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees.
- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff.

- Help complete a safety inspection of the school premises on an annual basis
- The Safety Representatives may investigate accidents and dangerous occurrences provided he or she shall not interfere or obstruct the performance of statutory provisions.
- Ensure that adequate First Aid provisions and arrangements are in place.
- The Safety Representatives shall not be placed at any disadvantage in relation to their employment for discharging his/her function.
- Co-operates with inspectors and officials of the relevant bodies concerned with safety and health standards.

3.5 Teaching / Non-teaching staff:

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Cooperate with school management in the implementation of the health and safety statement
- Inform students of the safety procedures associated with individual subjects, rooms, tasks
- Ensure that students follow safe procedures and guidelines.
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- Check that equipment is safe before use;
- Select and appoint a safety representative(s) as appropriate
- Cooperate with the school safety committee where one is established.

- Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

3.6 Other School Users:

Other school users, e.g. students, pupils, parents, volunteers, after-school clubs, and visitors should comply with school regulations and instructions relating to safety and health and welfare.

A visitor is defined as any non-staff member who enters the school grounds for a non-routine meeting or event.

- The visitor will present themselves to reception, with relevant identification if requested.
- The visitor will sign the “Visitors’ Book”
- The visitor will be met and accompanied by relevant staff members .
- In the event of a fire, or emergency evacuation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and an accident form will be completed.
- Visitors on site should not interfere with any equipment on site even if left unattended

3.7 Contractors

Contractors appointed by The St. Patrick's Boys National School must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Schools must make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Schools must provide the school regulations and instructions relating to safety and health.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- The contractor must make direct contact with the principal before initiating any work on the school premises.
- Any noise should be avoided wherever possible during school hours and shall, at all times, be reduced to the minimum necessary.
- The contractor and his staff shall not create any hazard, permanent or temporary, without informing the principal and shall mark any such hazard with warning signs or other suitable protection.

Risk assessment

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 St Patricks BNS 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 for St. Projects 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.

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 can be assessed 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 are multiplied together, they produce a number between 1 and 25 thereby producing the numerical values outlined in **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>Emergency – Extremely serious</p> <p>If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result</p>	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>Severe and Serious</p>	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented

	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	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	Medium If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	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.
1 – 5	Trivial or Negligible If an incident were to occur, there would be little likelihood that an injury would result	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.

<u>Risk Level Calculation</u>		<u>Risk Level Action</u>	
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5	Trivial risk Acceptable
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk Requires monitoring
		11-15	Severe risk Requires immediate further action and control

(c) Risk Rating = (a) X (b)	16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

Our staff and visitors who may detect a hazard or hazardous operation are requested / obligated to report such without delay to the Principal.

The hazards listed below are the main risks to staff, pupils and visitors while within the school.

- Fire
- Entering School Grounds
- Dismissal from School Grounds
- Slips, trips and falls
- Wet days
- Unauthorised access
- Manual handling
 - Chemicals
 - Bus trips
 - Hot Liquids
 - Covid 19

Hazards	Risk	Control
4.1 Fire		
Faulty Electrical equipment. Hot work e.g. felting roofs, tarring Smoking Improperly stored flammable materials (Chemicals & dry goods)	Burning Smoke inhalation	<ul style="list-style-type: none"> ● All employees must be aware of the emergency evacuation procedure and fire assembly areas. ● Emergency evacuation procedures are posted throughout the building. ● Fire doors are fitted throughout and all passageways and exits should be clear ● A fire alarm is present. It is monitored and serviced regularly with records kept. ● Fire Safety Equipment is in place and available to use. ● Access to fire fighting equipment is kept clear at all times ● All machinery / equipment will be maintained as far as is reasonably practicable to a safe standard by appropriately trained employees and contractors. ● Only competent qualified contractors are allowed to perform electrical maintenance or hot work on the premises. ● All areas must be kept clear of rubbish or combustible materials. ● Each teacher who has an exit in his/her classroom must ensure it is kept

clear.

- P.E hall doors should be free of obstruction.
- All flammable materials such as chemicals and dry goods will be stored in their correct containers and in areas with a low risk of a fire source.
- Smoking is not permitted anywhere on the school premises in accordance with the Public Health (Tobacco) Acts 2002 and 2004.
- Fencing and DCU security is in place in order to secure the premises to reduce the risk of unauthorized people entering which may cause a fire by accident or by design.
- A fire drill will be carried out every term to enable staff to practice emergency evacuation procedures .
- Each fire drill will be recorded and reviewed afterwards. Procedures will be modified if required.
- Special consideration is given to planning for the needs of pupils that require assistance on leaving the building in an emergency.
- All electrical equipment shall be left unplugged when unattended for lengthy periods when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are

		responsible for the offices.
4.2 Entering School Grounds		
Blocking at access	Accident or injury	<ul style="list-style-type: none"> ● An adequate supply of fire extinguishers, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use. ● Adults are requested to not park in the staff car-park. ● Adults are requested to not park or stop in the yellow zone outside the school- entrance. ● All cars are advised to drive slowly passing the school grounds and maintain vigilance for adults and children crossing the roads.
4.3 Dismissal from School Grounds		
Overcrowding at home-time	Release of pupil without adult/to wrong adult Personal injury Accident	<ul style="list-style-type: none"> ● All pupils from 3rd-6th class must provide the teacher with written permission/Aladdin permission (at the start of the year will suffice) , if they are to walk/cycle home on their own or to a collection point. ● Every child from Junior Infants – 2nd class should be collected by a parent/ guardian and/or an adult known by the teacher. If someone new is to collect the child, the parent/guardian must inform the teacher in advance. Where a pupil will not be collected by an adult, but is to

walk/cycle with an older friend/sibling to a nearby collection point, the parent must provide a letter to the teacher stating the same.

- Pupils in Junior Infants are collected from their classroom door. Pupils in Senior Infants , 1st, 2nd and 3rd class are escorted to their lines where the teacher oversees dismissal to parents/guardians. Pupils in 4th, 5th and 6th walk with their teacher, as far as the gate, where the teacher can observe dismissal from the school grounds.
- Class dismissal does not occur prior to 2.30pm. Time may be staggered due to COVID-19, see Protocols, Section 6.5.
- Dismissal on Wet Days is through the hall doors, where a class does not have its own exit door. (Parents receive a confirmation message of this in September) Please see Protocols, section 6.5.
- If a child is being collected during school time, parents/guardians must report to the office. Parents should have sent a written letter, email or phone call to inform the teacher in advance, unless in the case of an emergency. Parents must sign the collection book. Under no circumstances are children to be released to a parent without going through the office.
- Where Afterschool clubs can take place, parents /guardians must sign

		<p>up for the After School Club. Dismissal from clubs is supervised by the Club teachers. Please see Protocols, Section 6.5.</p>
<p>4.4 Slips , Trips and Falls</p>		
<p>Inadequate access to the Workplace</p> <p>Blocking of access ways with equipment.</p> <ul style="list-style-type: none"> ● Poor house-keeping practices ● Wet, slippery or broken flooring. 	<p>Personal injury due to slips, trips and falls</p>	<ul style="list-style-type: none"> ● Define all doors, access routes and walkways and ensure they are kept clear of obstructions. ● All floor surfaces must be kept in a clean undamaged condition as is reasonably practicable. ● Appropriate anti-slip flooring is installed throughout. Appropriate cleaning product used on the same. ● Wet mats are placed at all entrances. ● Every employee is responsible for ensuring that his/her workplace is kept clear of slipping or tripping hazards. ● Ensure all materials are stored safely. ● Waste materials must be disposed of immediately to appropriate skips or recycling areas. ● The leads from office / visual display equipment should not trail on the floor where someone may trip over them.

4.5 Wet Days		
<p>Wet ground, slippery floors</p> <p>Poor house- keeping practices</p>	<p>Personal Injury</p>	<ul style="list-style-type: none"> ● Running and horseplay are strictly prohibited indoors. ● Traditionally, halls open from 8:40 (or sooner if practicable) on wet days, with the Senior School Hall supervised by the teacher(s). Parents supervise children in the Junior School Hall. However, during COVID -19, there can be no large gatherings in the hall. See Protocols, section 6.5 . ● On wet day lunch-time, teachers provide wet day activities for pupils (e.g. board games, library books, drawing materials, Universal or General Release cartoon/film. ● Wet day supervision - 1 teacher on the ground floor, 1 teacher on the first floor. SNAs in rooms. Interconnecting doors left open as appropriate. In Junior school, 1 teacher and Deputy Principal supervise one block each for small break.(Junior Infant block and Senior Infant Block) SNAs remain in rooms. At big lunch, the senior infants join the Junior Infants for supervision by the teacher. SNAs remain in rooms. ● SNAs may need to attend to care needs of pupils in their care (outside the classroom, e.g intimate care needs)

4.6 Unauthorised Access	<p>Persons intentionally or accidentally intruding on the site.</p> <p>Theft</p> <p>Arson (See Fire)</p> <p>Abduction</p> <p>Sexual Misconduct</p>	<p>Intruders may cause harm to themselves, staff or children</p> <ul style="list-style-type: none"> ● St. Patrick’s College Security Staff patrol the campus on a 24/7 basis. Security has access to both buildings. ● The premises are enclosed by fencing to discourage trespass ● The entrances to the buildings have a buzzer system for access. ● The school gates are securely locked when the school is not in use. ● A burglar alarm has been fitted. ● All staff will monitor the school grounds to ensure that any persons entering will be politely challenged as to their authorization.
4.7 Manual Handling	<p>Manual handling of animate/inanimate objects</p> <p>Sprain/strain or serious injury due to bad lifting practices</p>	<ul style="list-style-type: none"> ● Staff are alerted to bad practice and advised on best practise ● Employees are instructed to seek assistance in manual handling tasks where they expect or experience difficulty ● Training in correct manual handling techniques will be provided as appropriate. <p>See appendix 1</p>

4.8 Chemicals		
<p>Handling and storage of cleaning chemicals</p>	<p>Chemical burn, inhalation or absorption</p> <p>Ingestion by pupils</p>	<ul style="list-style-type: none"> ● All chemicals kept in a store room. ● Very low risk chemicals used in classroom e.g. cleaning sprays may be stored in a classroom press, with consideration given to the age of the children in the classroom. ● PPE provided as needed, under government guidance ● Cleaners on site who clean the premises. Staff have minimal contact with cleaning chemicals. ● Chemicals are not decanted and are kept in original containers ● Chemicals are never mixed.
4.9 Bus Trips		
<p>Collision with another vehicle</p> <p>Collision with a cyclist/pedestrian(s)</p>	<p>Serious injury through crushing or laceration.</p> <p>Collision</p>	<ul style="list-style-type: none"> ● Only fully licensed and authorised drivers are allowed to drive vehicles with passengers on board in line with Department of Education and Science policy and procedures. ● The driver of the bus is in charge of the bus and its passengers. The driver should always be accompanied by a supervisor (teacher). In this situation

		<p>it is the responsibility of the supervisor to supervise the passengers on the bus/mini-bus.</p> <ul style="list-style-type: none"> ● Drivers must tell their Principal person in charge about any medical condition, which might affect their driving ability ● By law it is an offence, and dangerous, to drive under the influence of alcohol and certain types of drugs. ● Private buses must be fitted with seat-belts for very pupil. ● Where a pupil has mobility needs, wheelchair accessible buses will be employed. ● A bus escort is employed by the school for each bus transporting Language Class pupils. ● Please see section 6.5
<p>4. 10 Hot Liquids</p>		<ul style="list-style-type: none"> ● Open hot beverages should not be carried through corridors. ● Hot beverages should always be covered with a secure lid to prevent accidental spillage.
<p>Spillage of hot liquid</p>	<p>Burning/scalding of child or adult</p>	

4.11 Covid 19	illness	<ul style="list-style-type: none"> • School Covid19 Response Plan in place in line with DES guidance, Return to Work Safely Protocol and Public Health advice

5. Welfare Facilities

St. Patrick's Boys National School intends to provide/secure suitable welfare facilities in accordance with statutory provisions that are applicable, We recognise that this provision is an essential element in securing safety, health and welfare for all.

This includes **Suitable washing and sanitary facilities, subject to daily cleaning;** **provision of a staff- room** where staff co-operate in maintaining a high standard of hygiene in this area; and **Drinking Water** of suitable drinking quality as provided by council services

Management will have consultation and communication with all staff. They will ensure that complaints and/or concerns are listened to in a confidential manner, documented and appropriate measures taken.

Staff are reminded that the Employee Assistance Programme is available on a confidential basis to staff through www.inspirewellbeing.org

Support for school staff wellbeing is provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools during Covid 19. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support and so on.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home)..

They also are providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the school year.

Provisions for Persons with Special Needs

- Relevant entrances and exits should be wheelchair accessible.
- A wet- room with universal access facilities is available for children with additional needs
- We have a small sensory area on the first floor in the Senior School.
- We have a quiet space on the Senior Yards.
- We promote integration and reverse integration in relation to the Language Classes.
- Applications are made to the NCSE for SNA access and resources for pupils with additional needs, as required

- Toileting / Intimate Care Needs Policy is implemented as required.
- Specific Behaviour Plan will be put in place where need arises.

6. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

6.1 Emergency Evacuation

If you discover a fire:

- Sound the alarm IMMEDIATELY by operating the nearest fire alarm call point/break glass unit.
- Call the Fire Brigade IMMEDIATELY. DIAL 999.
- Give the operator your telephone number and ask for the FIRE BRIGADE.
- Evacuate all children as per local procedures and leave the building closing doors behind you, and report to the person in charge of Assembly Point.

On hearing the alarm

- Evacuate all children as per local procedures and leave building & close doors behind you using the NEAREST available ESCAPE ROUTE to the outside of the building, as per maps provided. Aladdin class -list from the wall should be taken.
- Report immediately to your assembly point.

- The Principal and Fire Officer will take charge of any Evacuation & ensure that no one is left in the Building. The Fire Officer must first ensure pupils in their charge are escorted from the building, are accounted for and are in the care of another staff member.

- The assembly point is located:

(a) On the College Campus adjacent to the school for the Senior Building.

(b) At the top corner of the astro -area in the Junior School Yard.

- Only staff who do not have charge of children are to tackle the fire using the available fire-fighting equipment. All other persons on the premises are to evacuate immediately

- The teachers will check that their pupils are safe at the assembly point and inform the principal. The fire brigade will be informed accordingly.

- The Principal will assist the fire brigade upon their arrival.

Fire Safety Equipment

The school is also aware of its duties under the Fire Services Act of 1981, in the provision and maintenance of the following: -

(a) Fire detection equipment.

(b) Fire extinguishers and other means of fire prevention.

(c) Warning systems.

(d) Exit signs.

(e) Emergency lighting and notices.

(f) Appropriate instruction and training of staff.

(g) The holding of evacuation drills.

(h) Safe means of escape.

Ms. Natasha Bassett and Mr. David Carey have been designated as the local fire officers.

6.2 First Aid and Medical Attention

- Staff members have been educated to a basic level by an approved first-aid instructor. (Firstaid4all.ie 2016/ SNAs 2020)
- Staff are requested to attend refresher courses every two/three years.
- The First - Aid box is provided and stationed in the Office in the Senior School.
- In the Junior School the First Aid Box is located on the wall inside the Gym.
- A notification is sent to parents each year to ascertain pupils with allergies and / or sickness and specific illnesses such as diabetes etc. and to obtain written consent for any administration of medicine

- Administration of medication is only to be carried out or supervised by staff members as specified in the 'Administration of Medication' policy and authorised by the Board of Management.
- **Minor Injury:** Teacher, secretary or principal uses first aid to treat the child. Yard teacher notes injury in yard incident book and lets class teacher know.
- **Serious Injury:** Assistance can be required by a trained first aider. Principal informed. Parents are contacted immediately. If it is a serious accident that requires medical attention or referral, an accident report is completed. It is the school's policy that in case of an accident or injury to a pupil, the pupils' parents or guardian is contacted and invited to the school to take the pupil to the doctor depending on severity of injury. This includes all types of head injury.
- In case of a medical emergency, an injured person should be brought to the nearest hospital, following contact with parents. Failure to contact parents/guardians in the event of an emergency means that the pupil may be taken to the doctor or A+E. Alternatively the doctor or medical emergency services may be called to the school.
- It is important that records of any treatment are kept. Injuries are recorded in the yard book.
- If necessary the insurance company may be informed.

6.3 Accident Recording & Notification

- The importance of recording all accidents and dangerous incidents is recognized by the school to identify possible hazards and to reduce further risks.

- Any accident or dangerous occurrence must be notified to the Principal or person in charge as soon as is reasonably practicable.
- The Principal will then carry out an investigation into the incident. A full record of the incident will be documented
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 requires the company to notify the HSA if the following applies:
 - If any person is prevented from performing his/her normal work for more than three consecutive days after the incident (not including the day of the incident but including no working days)

-In the case of death.

- If an accident is fatal the scene of the accident must be left undisturbed for 3 days after notice has been given, other than for rescue purposes.

- A pupil that is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner

Notification to the Health and Safety Authority must be given. This is completed on-line through the HSA website.

7. Infectious diseases

- All members of the school community shall be notified in the case of an outbreak of an infectious disease and steps taken to ensure the safety of staff and students against all such diseases.
- The Board of Management follows the guidelines outlined in the HSE document “Management of Infectious Diseases in School.”

- The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in First Aid applications, cleaning tasks, etc.
- Toilets will be provided at all times with an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.
- Staff must cooperate in maintaining a high standard of hygiene. Pupils should be educated and reminded of the same.
- During a period of school closure due to Infectious Disease, The Board of Management will follow the Guidelines of the Department of Health, HSE, and Department of Education

Covid 19

St Patricks' BNS will follow the latest public health advice and identify and implement suitable control measures to mitigate the risk of COVID-19 infection in school. These public health measures will be communicated to all relevant members of the school community. Please see Appendix 2 for Covid 19 Risk Assessment

8. Training & Instruction

St Patrick's Boys National School will endeavour to provide instruction, information and training for each staff member in relation to their safety, health and welfare.

- It is our wish to have staff and pupils working together to promote awareness of health and safety throughout the school. We will endeavor to provide adequate finances to obtain this objective.
- All staff will undertake "Return to Work" training prior to the school reopening following the Covid school-closure, in accordance with government guidelines.

The principal monitors the training needs for the staff in the school.

9. Consultation

The safety statement will be brought to the attention of all staff upon commencement of employment as per *Section 20(3) of the Safety, Health and Welfare at Work Act 2005*. All staff are required to read and sign off as having read the safety statement. The safety statement will be reviewed on an annual basis. Changes will be made as and when necessary to reflect changes within legislation, work processes or introduction of work equipment that affects the contents of the safety statement. Any changes will be communicated to the staff team as required.

10. Measuring performance

The Board of Management will measure, monitor and evaluate its safety and health management system to make sure it is robust. This will be measured against agreed standards such as:

- Legislative requirements;
- The school safety and health policy and the written risk assessments contained in the safety statement;
- Safety and health objectives, as part of the school plan
- The Board of Management meetings will regularly include Health and Safety .
- Further risk assessments will take place annually or whenever new hazards become apparent.

Health and safety audits

An annual health and safety audit will take place of the building and its activities. The Board of Management is provided with a report on its findings and recommendations for any corrective actions that are required.

Internal safety inspections

The Principal or other nominated person will complete a health and safety check of the building each term. This is to highlight any environmental or system issue that will need to be addressed. A record will be kept.

This document should be considered in conjunction with other policies of the Board of Management, including;

- Critical Incident Policy
- Code of Behaviour and Anti bullying policies
- Acceptable Use Policy
- Administration of Medicines policy
- Substance abuse policy.
- Dignity at work policy
- Child Safeguarding Statement and Risk Assessment
- SPHE policy
- School Tour policy
- RSE Policy
- School Covid Response Plan

Appendix 1: Rules for Safe Lifting

Rules for Safe Lifting:

If you decide it is safe to handle the load, assess the load and carry out the following lifting technique: (See also advice leaflet provided.)

- A)** Get as close as possible to the load, this brings the lines of gravity of both the load and the body as close together as possible.
- B)** Position your feet approximately the width of your hips apart with one foot slightly in front of the other. This provides good balance during the lift.
- C)** Bend your knees, lower your hands and drop down beside the load, inclining your head and keeping your back straight.
- D)** Grasp the object with a firm grip, test the weight to ensure it is not excessive and keep your arms as close as possible to the body.
- E)** Raise your head and look forward, this locks the cervical vertebrae and helps to keep the spine straight.
- F)** Keep the load as close as possible to the body with the elbows in and the lift with strong leg muscles in a controlled movement, keeping the spine straight.
- G)** Move forward and about at a comfortable pace and never rush.
- H)** When lifting always ensure that the heavy side is close to the body, avoid jerking movements

Appendix 2: Covid 19 Risk Assessment

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

<p>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 	<p>The Board of Management has developed a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan highlights the measures necessary to protect the health and safety of staff and pupils and the wider school community in re-opening and modifying the work arrangements within the school. Relevant circulars and public health advice will be followed in all circumstances.</p> <p>The Covid lead representative(s) are properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff are informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Ensure that all staff receive necessary training prior to returning to work ✓ Provide posters and information to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide information about the risk of Covid-19 using official sources, eg government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ Provide specific training in the proper use of PPE for staff, where 	<p>Negligible</p>	<p>Board of Management Principal Staff</p>
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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

required

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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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) 	<p>The BoM will promote regular and proper handwashing amongst staff and pupils. Appropriate soaps and sanitizers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff 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 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 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.</p> <p>In line with the most recent public health advice, and circulars, no employees are permitted to attend work if they display any of the symptoms below:</p>	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

- 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

- ✓ Fever (temperature of 37.5 degrees or above)
- ✓ Cough
- ✓ Shortness of breath
- ✓ Breathing difficulties

Any Staff Member displaying symptoms of Covid 19, or living with someone who is self-isolating or waiting for a Covid-19 test, must adhere to the most recent public emergency response advice and the most recent Department of Education circular.

Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor.

Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSELive for advice **1850 241850**

<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> June, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Hygiene	Risk Rating with controls	Action implementation
		Controls		
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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 	<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 buildings and grounds. ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ School equipment is sanitised – staff will be required to ensure equipment is cleaned and disinfected between use by different people ✓ There is staggered use of staffroom/kitchen, with a maximum occupancy. ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and adequate waste collection arrangements are in place. ✓ All waste collection points are emptied each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

- 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

rubbish and they wash hands with soap and water for at least 20 seconds afterwards

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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Social Distancing		Risk Rating with controls	Action implementation
		Controls			
<p>All staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> <p>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>	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, and while working in the school ✓ physical spacing (2 metres apart currently) for workstations and common spaces, such as entrances/exits, kitchen areas, staff rooms, stairs, where congregation or queuing of staff, or students of visitors might occur ✓ Break times will be staggered and school supervision procedures must be strictly adhered to ✓ Appropriate signage in line with public health guidelines will be displayed throughout school ✓ Appropriate social distancing arrangements will be in place ✓ Meetings of staff will take place online and or in the school hall where 2 metre physical distancing permits ✓ 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 <p>Where 2 metre distance cannot be maintained all staff are required to wear face coverings.</p>		<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Visitors</p>

- 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

Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):

- ✓ No worker has symptoms of Covid-19
- ✓ Face coverings must be worn
- ✓ The close contact work cannot be avoided
- ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice
- ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly

Serious

Risk Level Calculation

Risk Level Action

1-5 Trivial risk Acceptable

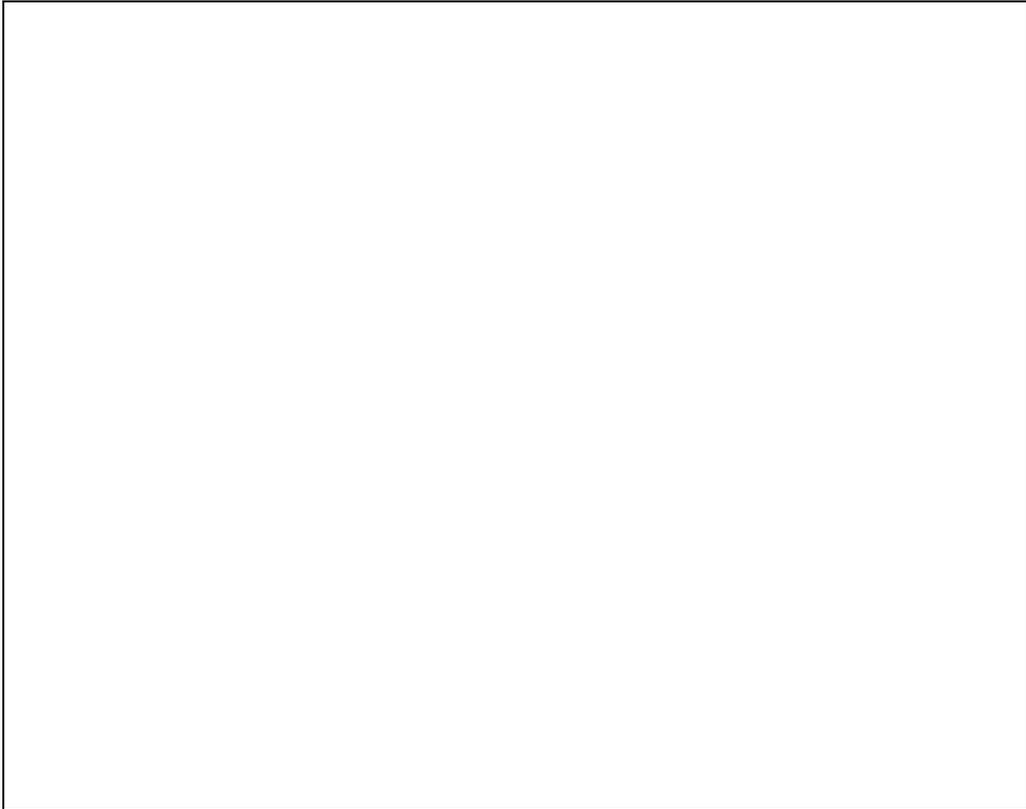
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	6-10	Medium risk	Requires monitoring
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	11-15	Severe risk	Requires immediate further action and control
(c) Risk Rating = (a) X (b)		16-25	Emergency risk	Halt activity and review immediately
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be	Identified Risks	<u>Cleaning</u>	Risk	Action
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affected?		Controls	Rating with controls	implementation
Staff especially cleaning staff	<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 	<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 will be trained in the new cleaning arrangements for the school (Department training) ✓ 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 disposal of cleaning cloths and 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 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

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



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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Office and administration areas	Risk Rating with controls	Action implementation
		Controls		
Staff	<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</p>	<ul style="list-style-type: none"> • Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Administration staff</p>

coronavirus:

- 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

<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> June, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Use of PPE	Risk Rating with controls	Action implementation
		Controls		
Staff	<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</p>	<p>The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.</p> <p>Face coverings must be worn where 2metre distance cannot be maintained. Staff may wear their own reusable mask, to be washed daily; and school will provide masks/visors.</p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. (Department training)</p> <p>PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</p>	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

coronavirus:

- 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

PPE will not be required to be worn within the school facility according to current occupational and public health guidance.

Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use.

*Face coverings are not recommended to be worn by children under 13 years.

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality

Risk Level Action

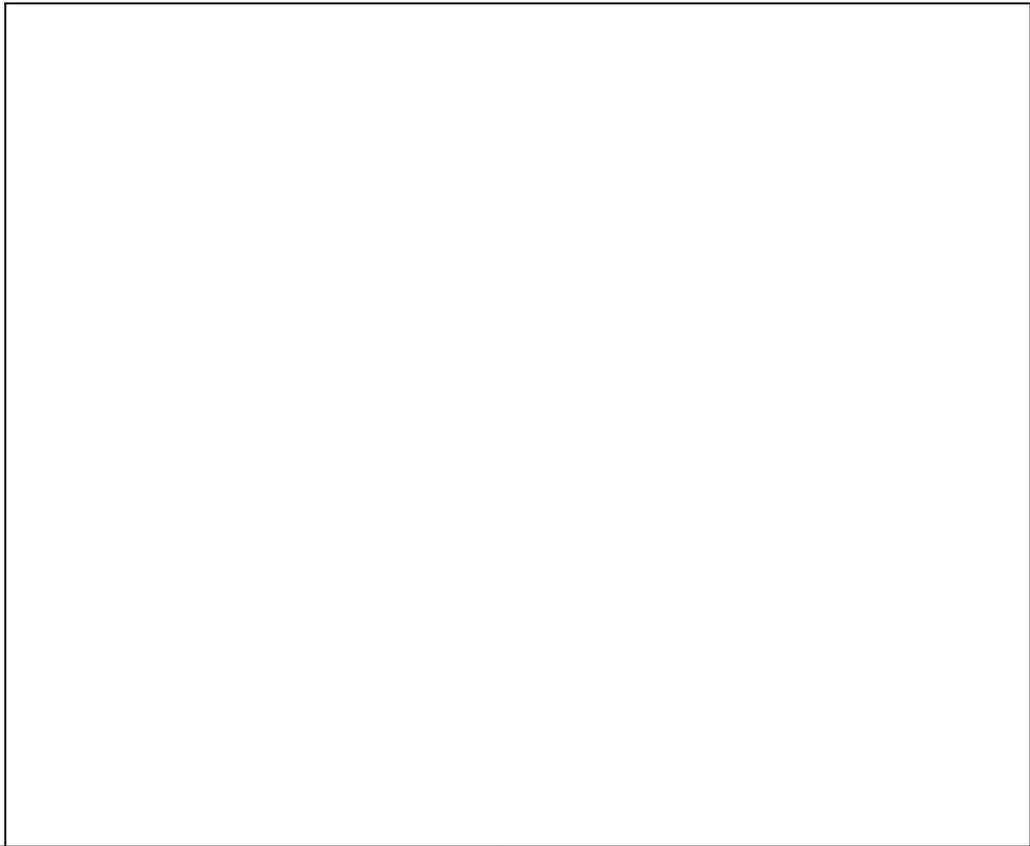
1-5 Trivial risk Acceptable

<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>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> June, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	<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</p>	<p>The School has prepared for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for those receiving and preparing books-</p> <ul style="list-style-type: none"> • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes or bags that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance 		Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

coronavirus:

- 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



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)

Assessment Date: June, 2020

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

Assessor's Name:

Who may be affected?	Identified Risks	Using hand tools or equipment	Risk Rating with controls	Action implementation
		Controls		
All staff	<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</p>	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitized prior to use 	Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

coronavirus:

- 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

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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,

Risk Level Action

1-5 Trivial risk Acceptable

5=inevitable (c) Risk Rating = (a) X (b)	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: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	<u>Dealing with a suspected case of Covid-19</u>		Risk Rating with controls	Action implementation
		Controls			

<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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 	<p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ Appoint an appropriate person for dealing with suspected cases. ✓ Have a designated isolation area available within the school building. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, and should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <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 if one is available. 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 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 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 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>
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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

bag provided

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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	<u>Dealing with a suspected case of Covid-19 (continued)</u>	Risk Rating with controls	Action implementation
		Controls		

<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</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 	<ul style="list-style-type: none"> ✓ 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. 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>
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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



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

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

(c) Risk Rating = (a) X (b)	16-25 Emergency risk Halt activity and review immediately
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Assessment Date: June, 2020	Assessor's Name:
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Who may be affected?	Identifid Risks	Covid-19 cleaning	Risk Rating with controls	Action implementation
		Controls		

<p>Staff</p> <p>Pupils</p> <p>Visitors</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 	<p>All cleaning will be undertaken in line with current DES and current 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 ✓ The area should be kept closed for the period of time directed by the HSE. ✓ 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 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</p> <p>Principal</p> <p>Cleaning staff</p>
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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

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)

Assessment Date: June, 2020

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

Assessor's Name:

Who may be affected?	Identified Risks	<u>Cleaning a space with a suspected/confirmed case of Covid-19</u>	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</p>	<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 surfaces, 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 cloth and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered (upholstered</p>	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>

coronavirus:

- 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

furniture of mattresses for example) steam cleaning should be used

Any items that have been heavily contaminated with body fluids and that cannot be cleaned by washing should be disposed of

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

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

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

(c) Risk Rating = (a) X (b)	16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	<u>Cleaning a space with a suspected/confirmed case of Covid-19</u> <u>(continued)</u>	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>Laundry</p> <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer's instructions. Dry items completely. Dirty laundry that has been in contact with Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above <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 	<p>Serious</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Cleaning staff</p>

Known effects of the coronavirus:

- 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

✓ Allwaste 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

Risk Level Calculation

Risk Level Action

(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5	Trivial risk	Acceptable
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk	Requires monitoring
(c) Risk Rating = (a) X (b)		11-15	Severe risk	Requires immediate further action and control
		16-25	Emergency risk	Halt activity and review immediately
<u>Assessment Date:</u> June, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	<u>Travel to and from work</u>		Risk Rating with controls	Action implementation
			Controls		

<p>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 	<p>Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case they should not travel to work.</p> <p>Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work.</p> <p>If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc.</p> <p>Wear a face mask and carry hand sanitizer (at least 60% alcohol) and use it regularly throughout your journey.</p>	<p>Requires monitoring</p>	<p>All staff</p>
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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

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: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Dropping off and picking up of pupils		Risk Rating with controls	Action implementation
		Control			
<p>Staff</p> <p>Pupils</p> <p>Parents/guardians</p> <p>Bus and taxi drivers</p> <p>Wider Community</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>Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff.</p> <p>Parents/guardians will be encouraged to wait outside of the school</p> <p>Where SEN pupils are dropped off and picked up by private bus the accompanying adult should remain in the bus with the pupil. The class teacher will come to the bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. Subject to available space there is no strict requirement for buses to arrive one at a time provided that those accompanying the pupil remain in the bus and do not interact with those accompanying other pupils. A similar process will be followed for pick up.</p>		Requires monitoring	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Bus and taxi drivers</p>

Known effects of the coronavirus:

- 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

<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> June, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	<u>Visitors to school</u>	Risk Rating with controls	Action implementation
		Controls		

<p>Staff</p> <p>Pupils</p> <p>Wider Community</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 	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <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 before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p>
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- 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

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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> June, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	<u>Management of deliveries and supplies to school</u>	Risk Rating with controls	Action implementation
		Controls		
<p>Staff</p> <p>Pupils</p> <p>Drivers</p> <p>Wider Community</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</p>	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p> <p>Delivery personnel</p>

coronavirus:

- 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



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

Risk Level Action

1-5 Trivial risk Acceptable

6-10 Medium risk Requires monitoring

11-15 Severe risk Requires immediate further action and control

(c) Risk Rating = (a) X (b)	16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> June, 2020	<u>Assessor's Name:</u>

St Patrick's Boy's National School , Health and Safety Statement

Declaration of Sight

I have read and understand the contents of this document.

Signed: _____ Dated: _____

Appendix 3: Health and Safety Review

St. Patrick's B.N.S. Drumcondra



Classroom	<u>Y/N</u>	<u>Action required</u>	<u>Responsibility</u>	<u>Date closed</u>
Assessed by:				
Housekeeping				
Floor free from trip/slip hazards?				
Emergency exits and passageways clear?				
Items stored appropriately?				
Tools stored appropriately?				
All waste cleared?				
Fire Safety				

St Patrick's Boy's National School , Health and Safety Statement

Fire equipment pins and seals in place				
Equipment mounted, serviced, accessible and undamaged?				
Emergency exits indicated, illuminated and easily opened?				
All sockets, switches, plugs and cables free from damage?				
Working environment and welfare				
All furniture and fittings in good repair?				
Lights working?				
First aid kit accessible and appropriately stocked?				
Relevant safety signs and markings in place.				
COVID -19 measures in place				
Hazards Identified:	<u>Control Measures</u>		<u>Responsibility</u>	<u>Date closed</u>

St Patrick's Boy's National School , Health and Safety Statement

Signed:			

Appendix 4: Serious Accident Report Form

St. Patrick's B.N.S. Drumcondra



<u>Date:</u>	<u>A.M break</u>	<u>P.M break</u>	<u>Other</u>
<u>Completed By:</u>			
<u>Pupil Name</u>		<u>Class:</u>	
<u>Nature of Injury- Please tick:</u>			
<u>Abrasion</u>		<u>Seizure</u>	
<u>Bruise</u>		<u>Nose-bleed</u>	
<u>Burn</u>		<u>wound</u>	
<u>Suspected concussion</u>		<u>Swelling</u>	
<u>Faint</u>		<u>Other</u>	

St Patrick's Boy's National School , Health and Safety Statement

<u>Body part injured:</u>			
<u>Description of accident/incident:</u>			
<u>Witnesses if applicable</u>			
<u>First Aid administered?</u>	<u>Yes/No</u>	<u>Emergency services contacted</u>	<u>Yes/No</u>
<u>Parent/Guardian notified</u>	<u>Yes/No</u>	<u>Teacher/Principal signature:</u>	