

Item	Level	Risks	Control Measures	Personnel Responsible
<u>Morning Assembly</u>		<p>Pupils not going directly to their classroom. Pupils interacting with other pupils. Parents delaying on the campus</p> <p>Pupils not using specified entry points to their classroom</p> <p>Parents bringing children to school late.</p>	<p>Daily Morning Assembly:</p> <ul style="list-style-type: none"> At 8.30am the main gates will be opened and School Staff will be present on the campus to assist school and classroom entry. Parents are requested not to come on site, and are to drop their child/children at the most convenient school gate. If parents need to be on the school yard, they are to leave the grounds without delay having dropped their child to the correct door. <p>Children entering the school building. First class children will enter the school through the wooden double doors to the left of the building. This door is door no. 5, on the attached school map.</p> <p>Ms O Regan's /Mrs.Horgan's second class and Ms. Harrington's second class will enter the school through the glass doors to the left of reception. This is door no.6 on the school map.</p> <p>The children attending the Middle school special class will also use door no. 6.</p> <p>Ms. Lynch and Ms. O Connell's second classes will enter the building through the glass door to the right of reception. This door is no. 2 on the school map.</p> <p>The three third classes will use the wooden double doors opposite the prefab, this is door no. 3.</p> <ul style="list-style-type: none"> If parents are dropping their child to the middle school late, they are to escort them to the main entrance beside the office/reception. If a parent is late on a regular basis, they will be contacted by the school principal. Coats will be hung up in the classroom, as usual, but children will 	<p>Teachers SNAs SETs</p>

Commented [GU1]: This is very comprehensive. Thank you. KM

		<p>Pupils not hand sanitising</p> <p>Pupils interacting with other pods in the classroom and not sitting at their table</p> <p>Pupils not lining up</p>	<p>be given specific places to put their coats to maintain their pod groups.</p> <ul style="list-style-type: none"> • Pupils will sanitise their hands on entering the classroom. Sanitisers will be available on each table. • On entering the classroom, the children will take their assigned seats. All tables will have name places and all chairs will also be labelled. • Children will engage in their table top activities on their arrival, until school starts. • The same sanitising protocols take place, on putting away these activities. <ul style="list-style-type: none"> • All of the relevant entry points around the building to be used to reduce the number using each door. • Markings will be placed on the yard for class line up. Lining up classes in the morning may be considered later in the term. • Teachers to teach: <ul style="list-style-type: none"> -correct lining up protocols -entering and leaving the school -sanitising of hands on entry -how to use elbows for sanitiser/door handles -rules re hand hygiene/respiratory hygiene/stay seated/ school-yard protocols 	
Dismissal	sch	<p>Parents not lining up at the correct location.</p>	<p>Daily Dismissal Plan: Children in the Middle School will have a staggered finishing time.</p> <p>The third-class children will be leaving school at 2.20pm. They will exit from the same doors they came in through, door no.3. They will leave class by class in their class pods.</p> <p>The second classes will leave at 2.25pm, and once again they will leave by the doors that come in through.</p> <p>The first-class children will finish school at 2.30pm. They will leave through the doors that they come in through in the mornings.</p>	

	<p>Parents not maintaining social distancing</p> <p>Parents congregating on yard after collection.</p> <p>Late pickups by Creche and Sherpa etc. Early collection protocol</p> <p>An exceptional late pick up</p>	<ul style="list-style-type: none"> Principal will make parents aware of these protocols and of the importance of adhering to same. Parents who may be collecting children from multiple classes must follow the designated collection route for each individual class. The principal will inform parents of the importance of not gathering on school grounds. Parents will exit the school premises immediately after they have collected their child. The Principal will ask parents to ensure that outside Afterschool Clubs must collect children on time. When collecting a child early, parents will go to the EXIT door pertaining to their child's class where the child will be dismissed to them. Parents must sign a sign-out form before exiting the grounds. If there is a change in collection personnel, parents of first-class children must email the class teacher that morning or inform the school office. Parents to ring and inform the school in the unlikely event of an exceptional late pick up ie. a parent stuck in traffic 	
<p>SEN</p>	<ul style="list-style-type: none"> Size of SEN rooms Higher exposure to pupils 	<ul style="list-style-type: none"> SETs to remain in-class for the month of September and engage in team teaching and small group teaching with pupils from the same pod SETs will rotate between 2/3 class bubbles SETs to wear a face covering as necessary. Advice will be sought on how to best to physically comfort distressed, or anxious children. All of the above to be reviewed on an on-going basis. Every attempt will be made to attend to the needs of SEN pupils via in-class support. Withdrawal will only occur if deemed necessary. Movement breaks will take place outdoors, weather permitting, with children from their own class bubble. 	

			<ul style="list-style-type: none"> High-risk children will be identified within the first few weeks and a list of same will be compiled. 	
Classes		<p>Accommodating pupils in pods at a 1m distance between them</p> <p>Pupils not knowing where to sit</p> <p>Pencil cases and contents coming to and from school each day.</p> <p>Pupils sharing resources</p> <p>Pupils moving around the room</p> <p>Exposure to infection</p> <p>Correction of homework</p>	<ul style="list-style-type: none"> Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable. Where possible furniture will be removed. Places where children are going to sit will be clearly labelled on the first day. Chairs will also be labelled clearly. Pencil cases are to be left in school. Children will be required to have pencils, pens etc at home for home use only Pupils to use their own materials only where possible– No sharing of personal equipment -glue sticks, ruler. Back up materials to be purchased for those pupils who may not be able to afford same. Pupils will sanitise before and after every activity. eg using the IWB, art materials, table top activities. Teachers to restrict pupil movement around the room as much as possible. School bags will be kept under the tables to minimise the risk of tripping Use of perspex, visors and masks for those teachers at risk or for pupils at risk especially during flu/cold season. Teachers who require same are to inform principal. Possible use of perspex screen at teacher's desk or floor markings to maintain distance between teacher and pupils in classes from third up All pupil resources should clearly be labelled. Parents to be requested to do this. Special emphasis will be placed on revision in term 1. Teachers also have to sanitise hands regularly if correcting copies. 	

			<ul style="list-style-type: none"> • Use of velcro shoes so as not to have to tie laces in the classroom. • Whiteboards to be used in the classroom. • Lessons to cover all of the protocols to be taught in September. • If a child is sick in the classroom: if SNA present, they take the child to the isolation room, and the class teacher to contact the parents. 	
Breaks		<ul style="list-style-type: none"> • Opening pupils' lunchboxes • Supervision for teacher on yard duty, while class eat • Too many pupils on yard • Arriving onto the yard for break • Pupils mixing with another bubble on the yard 	<ul style="list-style-type: none"> • Teachers will sanitise hands if asked to open lunch items belonging to the pupils. • SETs will supervise the class on the day their class teacher is on yard duty, to allow the teacher to have her lunch break. • Pupils will eat their lunches at their desks. • Parents will be asked to provide lunches which their child can easily open independently. • Parents have to fill water bottles at home. • There will be staggered break times to ensure that only 2 class bubbles are on yard at the same time. There will be three classes on the yard at the same time in the case of third. • The yard will be divided in two with one Teacher and one SNA on duty for each break. The yard will be divided into three to facilitate the three third classes. • Pupils will be escorted onto yard by their class teacher. • Pupils will only play with their own class bubble and not cross the divide, clearly shown with cones or yard markings, into another class bubble. • Yard Times: Duty A 10.20-10.35: Yard time 12.30 - 12.45: Yard time • Yard Time: Duty B 10.40 - 10.55: Yard time 12.50 - 1.05: Yard Time • Yard Time: Duty C: 11.00 - 11.15: Yard time 	

		<ul style="list-style-type: none"> Recording of accidents <p>Lunches left at home</p>	<ul style="list-style-type: none"> All head injuries and other serious injuries will merit an immediate phone call to the parent/guardian and the incident documented in the Accident Report Folder, located in the Staff Room. All reports need to be signed by the Principal. If a child becomes unwell and is displaying or complaining of Covid symptoms they will be brought to the isolation room and their parents will be contacted. A supply of lunch items will be available for children that have forgotten their lunch. This supply will be stored in each classroom. If a parent needs to deliver a forgotten lunch or any other item to the school, boxes will be provided in the reception area of the building. Parents will label clearly the item to be delivered, with the child's and teachers' name. The item will be placed in the box, and school staff will deliver it to the child. If using the yard bell, it must be sanitised after each use. A hand held whistle will be purchased for each teacher as well. 	
High Risk Children		Asthma Epi-pens Mobility issues	<ul style="list-style-type: none"> Administration of Medicines forms will be handed out to the relevant parents. Once the app is up and running, parents will be able to complete the relevant tab on the app. Should the app not be available to parents because of the type of phone they use, parents need to either ring the office or email the school and make appropriate arrangements. Parents of pupils with inhalers or epi-pens must ensure they are in date, labelled and given to the teacher for safe storage. Teachers will have an identifiable area in the classroom where these items will be safely stored and located. If medicine is to be issued to children throughout the school day, 	

			<p>the appropriate form must be completed and signed by the BOM.</p> <ul style="list-style-type: none"> Any child with mobility issues will be escorted by the SNA/Class Teacher at all times. The SNA will remain beside such children while on yard. 	
Toilet/ Toileting		<ul style="list-style-type: none"> Correct hand-washing SEN pupils who may be on a movement break and need the toilet Pupils with toileting needs Cleaning of toilets 	<ul style="list-style-type: none"> Parents encouraged to ask children to go to toilet before coming to school/wash hands. Pupils will be taught lessons at the beginning of the year to assist with hand-washing protocols/personal hygiene/coughing and sneezing and toileting procedures. There are toilets within each classroom in the middle school. Should children attending SEN rooms need to go to the toilet, they will be brought back to their base classroom. An SNA attending to a pupil with toilet needs will alert a second adult to assist them for supervision. The adult assisting the pupil will wear full PPE for this purpose. (Visor, mask, gloves and apron). Toilets will be cleaned daily by the contract cleaners. Increasing the flow of water in the taps will be investigated to assist with proper hand washing. 	
Staff Room Breaks		<ul style="list-style-type: none"> Use of the Staffroom Queueing for items. Sharing cutlery and delph 	<ul style="list-style-type: none"> We propose to leave the staffroom in its current location. There will be 4/5 members of staff maximum in the staffroom at any one time. Teachers will endeavour to keep the appropriate distance at all times. This will be particularly important to observe when using kitchen appliances, microwave etc. Teachers will use their own cutlery and delph, bring them home and wash them each day. Any items belonging to the school will be placed in the dishwasher each evening. 	
PE + PE Equipment		<ul style="list-style-type: none"> Sharing of Equipment Outside tutors 	<ul style="list-style-type: none"> PE classes will take place outdoors if at all possible, using the minimum amount of equipment. 	

			<ul style="list-style-type: none"> • If equipment is required, individual PE equipment will be used and cleaned afterwards. • Teachers will make every effort to use many movement breaks throughout the day. • Outside Tutors will not be facilitated for the time being. 	
Staff Planning		<ul style="list-style-type: none"> • Size of Rooms • Close contact • Mixing of personnel between classes • Sharing of resources 	<ul style="list-style-type: none"> • Staff will plan together as much as possible. Teachers will link in with the teacher in the special class as appropriate. The use of Zoom/Teams may be helpful if someone is off-site. • Teachers will social distance within the room and the Interactive Whiteboard may be used in order to view plans etc. • Teachers will bring their own manuals. • The Visualiser may be used to display/view items. • If manuals need to be shared, Teachers will sanitise hands before and after use. 	
Digital Learning Equipment		<ul style="list-style-type: none"> • Ipads • Whiteboards 	<ul style="list-style-type: none"> • All Ipads have an outer hard-shell cover and a protective screen that can be cleaned after each use with an anti-bacterial wipe. • As whiteboards cannot be cleaned using a cleaning agent, pens/wands must be used and cleaned after each child. • All pupils to sanitise hands before and after use of devices • All devices will be wiped down after use by a class grouping. 	
Shared Maths/Science Resources		<ul style="list-style-type: none"> • Cross Contamination • Quarantine days 	<ul style="list-style-type: none"> • Pupils and teachers to sanitise hands before and after use of all materials that might be shared. 	
Class Libraries		<ul style="list-style-type: none"> • Use of the library 	<ul style="list-style-type: none"> • Books from class libraries could be sent home on a Monday, for use throughout the week, to be returned on Friday morning and placed in quarantine until the following Monday morning. • A scheduled reminder, using the school journal, would be sent on a Thursday to remind parents to return the books. • All browsing books will be removed from classroom. 	

SNA		<ul style="list-style-type: none"> • Cross-over from classes • Exposure • Physical assistance of pupils • Movement breaks • Toileting • Accidents • Attending to pupils • Tactile pupils 	<ul style="list-style-type: none"> • SNA's will be assigned to a building which will contain 3 class bubbles, where the SNA will be shared between both class bubbles. • The SNA will endeavour to take pupils from the same class bubble for movement breaks. • SNAs will wear a face covering if in close proximity to a pupil. • SNAs will wear full PPE if attending to toileting accidents or toileting needs. Sanitiser must be applied before and after the application of gloves. • PPE will be provided by the school to each SNA. • SNAs will be informed of whom to come to in order to replenish supplies. • The SNA will make use of the sneeze-screen for work requiring close contact. • The SNA will sanitise hands on entry and exit to each room, before attending to each pupil and before and after opening lunch items. 	
Suspected COVID Case		<ul style="list-style-type: none"> • A suspected Covid case 	<ul style="list-style-type: none"> • Follow HSE guidelines at all times for all occurrences. 	
Contact Tracing		<ul style="list-style-type: none"> • Log of visitors/personnel in building • Workmen or Tradespeople • Deliveries 	<ul style="list-style-type: none"> • Use of I pads and a Microsoft Forms document, where visitors fill out the online form and Ipad can be cleansed following use. Information is then stored on an excel file for reference. • Paper version of same can be available should there be an IT glitch. 	
EPV days		<ul style="list-style-type: none"> • Is there documentation 	<ul style="list-style-type: none"> • Substitute cover by DES for the first day • SET will cover the class if possible. • Class Teachers will have work organised for the day they are absent. • Only one person from the Middle School will be allowed to take an EPV at a time. 	
Homework		<ul style="list-style-type: none"> • Sending home books 	<ul style="list-style-type: none"> • Use of hand sanitiser by teachers after correcting books/copies • Books sent home on a Monday, returned on a Friday, quarantine for the weekend. 	

Holy Well NS

Risk Assessment: August 2020 Middle School

Games in the classroom		<ul style="list-style-type: none">• Using games in the classroom	<ul style="list-style-type: none">• A set of games will be available to a pod for a week• All pupils will sanitise hand before using the games	
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