



Covid 19 Risk Assessment for Our Lady of Good Counsel School Ballincollig. Feb 2021

				Pupils brought to school by parents/respite/or guardians; will call school ahead and staff will come to vehicle to carry out temperature check and escort pupil to class.		home and school, relating to Cov 19; Appendix 2.		
Child presenting as sick during the school day.	Y	COVID-19 Virus spread throughout the school	H	Member of class team moves the child to an Isolation room in life-skills area; movement throughout-door areas where possible. Isolation room is not accessible to rest of school, and access through yard only. Contact parents to advise of the need to take pupil home. Parents to	Y	Class team contact parents to collect and to call their GP for advice according to HSE Guidelines; Appendix 1. Parents remain in car, and child will be brought to car-park through yard. Room to be fully sanitised and ventilated when pupil vacates area and organise for sanitisation and cleaning to be done in line with infection control. Class areas etc to be sanitised, cleaned. Facilitate the person presenting with symptoms remaining in isolation if they	Class Teams, Management, Parents/Guardians	



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				<p>wait by side gate in their car, and pupil will be brought by staff to parent. Pupil's belongings should be ready and bagged for parent to collect at that point also. Staff advised to wear full PPE and observe strict sanitising and hygiene practices in this area. Door should remain open, and allow yard contain child if child refuses to remain in isolation room. Room to be ventilated at all times. Other pupils and staff should vacate yard at this time.</p>		<p>cannot immediately go home. 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 bag provided. Senior pupils can be offered a disposable mask to wear, this is optional for each pupil. 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>		
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						<p>Parents to contact their own GP for advice on next steps in terms of isolation if required/current updated advice from HSE.</p> <p>The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.</p>		
<p>Staff member presenting as sick prior to school. (teacher, SNA, bus escort, secretary etc.)</p>	Y	<p>COVID-19 Virus spread throughout the school</p>	H	<p>Free standing temperature monitor at front door for monitoring temperatures of all persons entering the building. Staff member to take temperature before school.</p>	Y	<p>Staff member to use own judgement and / or medical advice on whether to take the day off.</p> <p>Staff members are advised not to work if they are presenting with symptoms identified in Appendix 1.</p>	Staff Member	



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				Staff should not present at school with symptoms identified by HSE in Appendix 1 Contact the Office or Principal or Deputy Principal the evening before or before 8am on the day.				
Staff member presenting as sick in school. (teacher, SNA, bus escort, secretary etc.)	Y	COVID-19 Virus spread throughout the school	H	If COV 19 suspected-The staff member moves to an unoccupied location e.g. the Isolation Room and makes arrangements to go home or to Doctor. Carers must wait in car for collection		Staff team members to 'close off' area and organise for sanitisation and cleaning to be done in line with infection control. Provide a mask for the person presenting with symptoms. 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	Staff Member Principal HS Officer	



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					<p>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 bag provided; 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.</p> <p>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</p>		
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						<p>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 The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.</p>		
STAFF ABSENCES - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
	Y		H		Y			



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Teacher on certified sick leave/ substitutable course		Risk of COVID-19 Virus spread throughout the school		Principal / Deputy Principal / Secretary book a substitute teacher Teacher prepares an online folder with 1 week's work. This is to include a mixture of written tasks and tasks set on agreed platform. All pupils should be setup on google classroom or Zoom and should familiarise themselves with google classroom by completing regular tasks on it.		The class SNA helps the substitute teacher to set up and the lessons on google classroom/access to work packs for the pupils. The teacher next door checks to ensure the class is running smoothly.	Class Teacher/ Class SNA Partner Teacher	
Teacher absent – no substitute cover	Y	Risk of COVID-19 Virus spread	H	Paired teachers prepare class split lists between	Y	The class SNA keeps the majority of the pupils and works with them through the	Class SNA Partner Teacher	



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PUPIL MOVEMENT Through the school RESOURCE - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Virus transmission through class movement to yard or to outdoor spaces.	Y	COVID-19 Virus spread throughout the school	H	<p>Maximum 8 children in a class at any time.</p> <p>One way system in place</p> <p>Social distancing encouraged throughout the transitioning.</p> <p>The Class SNA transitions children back to the class at the end of the lesson maintaining social</p>	Y	<p>Clear signage on corridors.</p> <p>Encourage social distancing where possible.</p> <p>Crowd barriers installed in PE Hall to reduce risk of pupils mixing outside bubbles.</p> <p>Transition when corridor is clear of other staff/ pupils</p>	Class Teacher/ Class SNA	



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				distancing at all times.			

CLASSROOM - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Social Distancing	Y	Spread of COV 19 in class/class pod	H	Pupils reminded to stay min 1m apart. Line markings for lining up in class/on corridor/stairs arrow system. Senior pupils encouraged to wear face coverings to reduce risk.	N	Markings in class and corridor , crowd barriers in PE Hall.	Class Team	
Pupil/Staff Tables Class	Y	Spread of COV 19 in class/class pod	H	Staff/Pupil Tables to be marked with min 1m tape marks around each one. Pupils reminded of the	N	Markings in class.	Class Team	



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				<p>need to stay 1m away from another person's table.</p> <p>Suitable visual reminders around class and corridor spaces.</p>				
Pupils/Staff entering/exiting room	Y	Spread of COV 19 in class/class pod	H	Pupils line points to be mark inside and outside of the class.	N	Markings in class.	Class Team	
Class Resources	Y	Spread of COV 19 in class/class pod	H	<p>Pupils are not allowed to share resources. Any resources that are shared are placed in 'quarantine' and sanitised before use by another pupil.</p> <p>Computers/laptops/headphones to be allocated to specific students and not to be shared.</p> <p>If this equipment is shared it should be sanitised before</p>	N	On school reopening	Class Team	



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				and after pupil use. Pupils must wash hands before and after use.				
Incorrect Sanitisation Procedures/Infrequent Sanitisation Procedures	y	Remaining risk of COV virus on surfaces/Comm on touch points.	H	Blue cloths to be used with prepared spray sanitiser. Surfaces/Common touch points to be sanitised 3 x daily. Bathrooms- Toilet Seat to be sanitised before and after use. Blue cloths to be sterilised every evening prior to use the following day.	y	Roll of blue cloths/Milton for each class. Spray Sanitiser to be prepared and maintained daily. Blue Cloths to be sterilised every evening using Milton. Toilet seats to be sanitised by spray and staff to wipe with paper and flush.	Class Team/Office Assistant	

CLASSROOM – FOOD PREPARATION – HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
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Preparation of food items for pupils	Y	COV 19 contamination from preparer to recipient.	H	Food sent in from pupils home must come in a plastic wipe-down lunchbox and not a cloth soft bag. Food cannot be heated in school. Lunchboxes and leftover food will be sent home, and wiped down before going in bags.	Y		Parents Staff	
STAFF ROOM - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
No of staff and size of existing staffroom.	Y	Current staffroom is too small to accommodate staff and social distancing safely.	H	Create 2 staffrooms to be accessed by no more than 8 staff at any one time. Staff to use designated staffroom only.			Staff to follow rota Set out by Covid Lead Person.	



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				Staff break rota and assigned staffroom shared with all staff. Staff to remain within their bubbles.				
Staff Breaks Lunches	Y	Risk of food/drink preparation in staffroom areas. Staff members asked to prepare any hot drinks in allocated staffroom and sanitise the area before and after use.		Staff not to use staffrooms in morning or evening as staffrooms will be deep cleaned every evening to accommodate staff breaks during school day. Staff to bring in and use personal crockery/cutlery only. No communal crockery/cutlery may be used in the staffroom. No personal items, cups,			Staff	



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				<p>cutlery etc may be left in any staffroom. Staff to take home crockery, lunchboxes and crockery each day. Items left in school will be discarded. All food/liquid to be removed from fridges at the end of every day and fridges thoroughly cleaned. Food/drink left in fridges will be discarded.</p>				
Staff Tea and Coffee				<p>A kettle/ burca will be provided in the staffroom. Staff to sanitise handle before and after use, using surface sanitised spray provided.</p>		<p>Staff required to bring in own supplies of tea/coffee and milk and keep them in their classroom only.</p>		



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				<p>Staff to be aware of surface contraction of COV 19 risk. Microwaves, toasters and coffee pots are infection risks and are not to be used.</p> <p>Food cannot be heated in the school, use personal thermos flask if required.</p>				
Staff Social Distancing	Y	Transmission of COV 19, maintenance of required social distancing.	H	<p>The staff room accommodated up to 8 staff at any one time and cookery room up to 10.</p> <p>Fridges in staffroom and cookery room allocated to staff without access to classroom fridge; Office, principal, ETB and MDT.</p>		<p>Staff to sanitise table before and after use.</p> <p>Sanitiser and blue cloths available for this purpose.</p>	<p>Staff Office- Ensure cloths/spray bottles of sanitiser are available</p>	



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STAFF MEETINGS - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Maintenance of Social Distancing Requirements	Y	Transmission of COV19 due to close contact.	H	Staff meetings to take place remotely using Teams. Smaller numbers of staff may be convened for a meeting, in well ventilated room, 2m at present in between each staff member. Communication to all staff members using e-mail messaging. Staff to check e-mails regularly. Email office or Principal to arrange face to	Y		Staff Teams Principal	



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SCHOOL ASSEMBLIES/Gatherings - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Maintenance of Social Distancing Requirements	Y	Transmission of COV19 due to close contact.	H	Assemblies/Gatherings not be scheduled. Where such gatherings have been identified as necessary-Social Distancing and numbers of people will be kept within HSE/Department of Education requirements. Fire Drills have been amended to provide for	Y		Staff Members Principal	



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				assembly of pods within their own bubbles. New assembly points to be communicated to all pupils and children.				
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School Visitors - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Maintenance of social distancing.		Number of visitors to the school building increases the risk of transmission of COV 19.	H	Essential visitors only allowed into the school building. Hand Sanitiser available at the door. One door (main door) used for entry and exit for visitors.	Y		Covid Lead Persons-Monitoring of Hand Sanitiser-Care-takers responsible for refilling same.	



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				<p>Meetings to be conducted online where possible. Visitors requested to stay outside of the school building insofar as is practical. If meeting the Principal or any other member of staff, the meeting will be held in Principal's Office only, not a class/resource room etc. Perspex sheetings in office and Principals room.</p>			<p>Ordering more as needed Principal Staff Team</p>	
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SCHOOL Yard - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=mediu m L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
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Number of pupils/staff in yard	Y	Transmission of COV 19. Maintenance of Social Distancing.	H	Altered break/yard rota. Class Pairs/Pods 2 classes only on yard at any one time. Pupils/Staff to wash hands on exit to break and on return from break.	Y	Any yard equipment used needs to be sanitised before and after use by pupils. Sanitiser on bike shed, and cleaning station inside. Staff member on yard allocated to hand bikes out, sanitise on return. All staff to monitor pupils exchanging bikes, ensure wipe down with anti-bacterial spray between pupils.	Staff Team	
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Staff Wellbeing - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
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			M=medium L=low					
Stress and anxiety caused by COV 19 and the impact of lockdown.	Y	Pupils unable to focus on school, school work, follow new rules and routines.	H	SPHE programme to be put in place. Resource purchased for all classes. Focus on pupil well-being and getting back to becoming school ready activities. Focus on basic Literacy and Maths skills, and Arts/PE/Music.	Y	Modified planning by teachers for teaching and learning, increased focus on certain aspects of the curriculum.	Staff Team	
Stress and Anxiety to pupils from dealing with staff wearing PPE-Visors/masks.	Y	Behaviour escalation, school refusal.	H	Clear visors have been provided to all staff. Visors may be used in conjunction with masks by staff when working in close contact with a pupil <1m. Visors to be kept in good order and sanitised carefully, using HSE recommended cleaning procedures. No sharing of visors.				



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Travelling to school - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible	Signature and date when action completed
Risk of contracting COV 19 from school transport/personal transport	Y	Staff/Pupil contraction of COV 19	H	Wearing of masks if required by transport company/Government requirement. Personal hand sanitiser and masks provided to all staff. Staff advised not to share transport. School transport to comply with Gov/Dep requirements.			Staff member Parent of pupil School transport contractor/driver Public transport operator	
Entry/Exit to school building following use of transport- Staff/pupils	Y	Staff/Pupil contraction of COV 19	H	Hand sanitiser at entry and exit of school building. Posters reminding staff/pupils of safe procedures for hand washing.				



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				<p>One bus or taxi at a time to be processed in the morning and evening, to allow pupils to enter and exit school safely in groups.</p> <p>Bus Escorts and drivers asked not to enter the school building. Email office for appointment only. All paperwork relating to transport has been organised for on-line completion by the school office.</p> <p>Separate bus/taxi parking as time will be an issue in pupils moving on and off transport.</p>				
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School Building - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls	Person Responsible	Signature and date when action completed
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			L=low			outlined in this column		
Common areas, frequently touched surfaces, space available to accommodate pupils/staff safely	Y	Contraction of COV 19 amongst pupils/staff.	H	Frequent sanitisation of frequently touched surfaces. Sanitisation log to be completed by all staff teams 3x per day. Furniture/Desks spaced apart in classrooms/offices. Two staffrooms created to limit number of staff present at breaktimes. Assigned staffroom rota. Class pairings/pods to limit contact between the whole school community. Additional copier to be located in alternative area. Increased cleaning schedule/contract cleaners.	Y		Staff	

PPE - HAZARDS	Is the hazard present?	What is the risk?	Risk Rating H=high M=medium	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to	Person Responsible	Signature and date when action completed
	Y/N							



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			L=low			outstanding controls outlined in this column	
Correct use/need to use PPE-Difficulties for pupils to read faces and identify facial cues.	Y	Incorrect use of PPE could cause spread of COV 19	H	<p>Department guidelines on this as follows:</p> <p>All staff to wear medical grade disposable masks (HY1145) and follow HSE guidelines on the wearing of and disposal of same. Masks are provided by BOM.</p> <p>All staff to wear disposable aprons when working closely with pupils (where 2m social distance cannot be maintained)</p> <p>Disposal of aprons as per all PPE.</p>	N	<p>Visors/Masks/ Gloves ordered.</p> <p>Visors for all staff, they are required to maintain the visor in good order and ensure it is sanitised frequently.</p> <p>Visors must not be shared.</p> <p>Masks to be used in emergency circumstances suspected COV 19 symptoms to be worn by adult treating the child/staff member.</p>	HSE/HAS/Department of Education



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						<p>Any staff member using a mask should check this link first.</p> <p>https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/useoffacemasksbythegeneralpublic/</p>		
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Staff Information/Updates - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls	Person Responsible	Signature and date when action completed
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						outlined in this column		
Communication of updates/change of practice/issues arising related to COV 19	Y	Staff members not fully informed of required practices/protocols/change of these in relation to changing circumstances. Risk of contracting COV 19.	H	Lead Worker Representative and Assistant Lead Worker Representative allocated the responsibility of updating staff on changing circumstances/issues as they arise. Communications will be through assigned staff emails. Staff to ensure they check email address daily.		LWR/ALWR to be selected from staff group (see LWR Roles and Responsibilities Document)	Lead Worker/Assistant Lead Worker Staff	

Hygiene - HAZARDS	Is the hazard present? Y/N	What is the risk?	Risk Rating H=high M=medium L=low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person Responsible
Sneezing/Coughing in class	Y	Spread of COV 19 in class/class pod	H	Pupils asked to bring in packets of	N	Covered bins and bin bags in all classrooms and areas.	Staff Team/Parents Office-Purchasing



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				<p>tissues for personal use. Pupils asked to dispose of these in covered bins. Bins to be emptied regularly throughout the day. Bins to have bin bags that can be tied up in them.</p>			
Virus germs on a pupil/ staff member's hands	Y	COVID-19 Virus spread throughout the school	H	<p>Wash hands using soap and water for 20 seconds.</p> <p>Pupils wear bumbags with sanitising kit, provided by school and refilled by parents.</p>	Y	<p>Staff member allocate time for handwashing. Handwashing Posters in all areas where handwashing can be done. Paper towels and soap in all staff/visitor bathrooms. HSA information video to be watched by all staff: https://www.hsa.ie/eng/topics/covid-19/covid-19_advice_for_employers_and_employees/</p>	Staff member



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				All staff provided with hand sanitiser, wipes, gloves, visor and masks.			
Maintenance of Social Distancing: Use of library equipment; photocopier/laminator	Y	Transmission of COV19 due to close contact.and/or on surfaces/common touch points.	H	There will initially be a designated response person who will operate photocopier and laminator for all staff. When staff use above equipment, they will wipe down with disinfectant spray before and after use.	Y	Photocopier/laminator will be wiped down with methylated spirits before and after use. Box for 'Documents to be filed.	Designated response worker. Staff Members Principal Secretaries. Teachers/Principal/MDT
Accessing main files from office.		Transmission of COV19 due to close contact.and/or on surfaces/common touch points.		Teachers/MDT will request file from office via			



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				<p>email. File will be left on designated trolley.</p> <p>Teacher?MDT will wipe down file with sanitiser when returning to office.</p> <p>Teacher/MDT wishing to add document to a file will place it in a plastic pocket and leave it in designated filing box (to be confirmed with secretaries that this is best system).</p>			
Managing challenging behaviour with social distancing	y	Transmission of Cov 19 due to close contact, spitting, biting, bodily fluids.	H	Review of Positive Behaviour Management Policy in line	Y	Staff to wear recommended PPE while managing out-burst and escalating behaviour, or when risk of behaviour is anticipated.	



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				with Cov 19 HSE Regulations and use of PPE	Safe space to be allocated to pupil in so far as practical. Encourage pupil to go out-doors to regulate, change of scene, maintain social distance and minimise close contact. Maintain contact with parents, in the event the out-burst is sustained over an unreasonable period of time and staff cannot keep pupil safe, parents may be requested to bring pupil home, in the interest of safety.	
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Know symptoms of COV 19

Respiratory Hygiene

Physical Distancing

School Activities

Also refer to:

- OLGC School Accident/Injury Policy
- OLGC School Challenging Behaviour Policy
- OLGC Safety Statement
- Health and safety Protocol Safety,
- Health and Welfare at Work Act 2005
- OLGC Summer Education Policy Plan 2020



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- HSA Return to Work
- <https://www.hsa.ie/eng/topics/covid-19/>
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Signed :

(Principal): _____ Date: _____

(Health and Safety Officer): _____ Date: _____



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Appendix1;COVID-19 Assessment and decision making pathway for all children.pdf

or



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<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html?s=09#:%7E:text=Your%20child%20has%3A,has%20tested%20positive%20for%20coronavirus;>

Appendix 2;

Guidelines on Effective Communication between home and school in response to Covid 19.

Effective Communication Path-ways between Transport Escorts and Class Teachers and SNAs in OLGC School.

Ref; OLGC School Covid 19 Response Plan Sept 2020. OLGC School Cov 19 Risk Assessment. HSE Guidelines. DES Guidelines. N.P.H.E.T



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O.L.G.C. School recognises the importance of clear and effective communication between Transport Escorts and Cass Staff of pupils on their routes.

Prior to Covid 19, verbal handover between escorts and SNAs/Teachers at the time of drop-off and pick-up was effective in transmitting messages from home to school, or from transport to school, and vice-versa.

O.L.G.C. School currently operates a handover in keeping with H.S.E. and N.P.H.E.T. regulations; which prioritises the health and safety of staff and pupils by minimising physical contact with individuals.

Our communication system needs to adapt accordingly. **Bus escorts who need to give a message to school staff do so using the following path-ways:**

- 1) **General Information:** *EG Child forgot lunch/school bag; bad night's sleep; being collected by parent/other; birthday; minor injury/ illness (non covid related) cut, scratch, runny nose; mum on holidays; new shoes; etc.*

Escort will email teacher and/or office office@olgcschool.ie to relate information.

Teachers emails are teachersname@olgcschool.ie, eg claireteacher@olgcschool.ie .

Escorts may email office requesting a call back from class teacher.

- 2) **Bus information:** *E.G. Bus will not be running; there will be a change of regular staff; bus will be late, problem with car seats; other.*

Escort will call; 021 4878370, or email office office@olgcschool.ie

- 3) **Covid 19:** If, while on the bus, a pupil presents with symptoms, that are a cause for Corona Virus concern as per guidelines on gov.ie and hse.ie the Travel Escort must;

- a) Phone child's parents to relay concern for their child's symptoms. Inform parents that you will contact the school with concern relating to symptoms you observed.



Covid 19 Risk Assessment for Our Lady of Good Counsel School Ballincollig. Feb 2021

- b) Phone the school (021 4878370) to relay your concern and identify pupil. The school will then put in place protocols as per the Cov 19 Response Plan relating to use of Isolation Room.
- c) Pupils who are already on bus will be brought to school. No further pupils should be collected after this point to minimise risk. Escorts should then phone remaining parents informing them that the transport is not available.
- d) Confidentiality remains your responsibility as a Transport Escort, and information pertaining to pupils on your route cannot be shared with other parents, and non-professionals.
- e) The H.S.E will inform staff and pupils families in the case of a positive diagnosis through their contact tracing procedure. At all times, OLG School will follow advices and recommendations from the HSE in managing our Covid Response Plan.

Teachers who need to give information to Transport Escorts will apply the guidelines of Path-ways identified and ring Escorts prior to pick-up time.

Any concerns relating to Child Protection and Safe-Guarding must be reported directly, as a priority, to the Designated Liaison Person; The Principal, Aisling Power, or the Dep Liaison Person; The Deputy Principal, Nollaig Moynihan, as per OLG School Child Protection and Safe-Guarding Policy.
