

# OUR LADY OF MERCY CONVENT SCHOOL

Rosemount Terrace, Booterstown, Co. Dublin

# COVID-19 RISK ASSESSMENT

VERSION 1.1 reviewed: 03/09/2020

HIGH  
MEDIUM  
LOW



#	CATEGORY	RISK	CURRENT CONTROLS IN PLACE	SEVERITY	ADDITIONAL ACTIONS REQUIRED	ASSIGNED TO	DUE DATE
1	Movement throughout school building (corridors)	<ul style="list-style-type: none"> <li>pupils meet in corridors;</li> <li>too many pupils at one time (social distance not maintained);</li> <li>mixing of bubbles;</li> <li>poor hand hygiene</li> </ul>	<ul style="list-style-type: none"> <li>single file system;</li> <li>one-way system throughout the building;</li> <li>reduce contact point activities;</li> <li>social distancing for bubbles and pods;</li> </ul>		<ul style="list-style-type: none"> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
2	Bathrooms (pupils)	<ul style="list-style-type: none"> <li>pupils meet in corridors/bathrooms;</li> <li>too many pupils at one time (social distance not maintained);</li> <li>mixing of bubbles;</li> <li>poor hand washing technique</li> </ul>	<ul style="list-style-type: none"> <li>staggered access to toilets;</li> <li>signage/posters displayed on good handwashing technique;</li> <li>guidance on use of toilets;</li> <li>if pupil has soiling accident, parent to be called to collect pupil if pupil not able to self-clean;</li> <li>colour-coded toilets and sinks for each class;</li> <li>colour card to show in use;</li> </ul>		<ul style="list-style-type: none"> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
3	Classroom teaching and movement around individual classrooms	<ul style="list-style-type: none"> <li>large class size</li> <li>lack of social distancing;</li> <li>contact equipment/ not cleaning properly</li> <li>paper infection transfer;</li> <li>entry/exit;</li> <li>surface transfer;</li> <li>air not circulated in classrooms;</li> <li>touching of doors/handles;</li> </ul>	<ul style="list-style-type: none"> <li>each class is a bubble and stays in their classroom as much as possible;</li> <li>5 – 8 pupils in a pod within the class bubble;</li> <li>each pod 1m distance from other pods; 2m distance between teacher's desk and each pod in the room;</li> <li>remove all unnecessary furniture from classrooms;</li> <li>remove class library;</li> <li>no use of soft toys or shared play equipment/sand/playdough;</li> <li>schoolbag hygiene maintained;</li> <li>windows/doors open for air circulation at all times;</li> <li>whiteboard - teacher to use pen for whiteboard at all times;</li> <li>frequent cleaning of whiteboard/pen;</li> <li>wear visor at 2m distance, mask at less than 2m distance;</li> <li>respiratory hygiene - see Risk #11</li> </ul>		<ul style="list-style-type: none"> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		

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4	Drop off and pick up; Lack of social distancing among pupils and parents	<ul style="list-style-type: none"> <li>church car park and main road risks;</li> <li>parents will congregate on the grounds of the school;</li> <li>pupils will congregate / mix;</li> <li>increased risk of adult/child interaction;</li> <li>close contact/lack of distancing;</li> <li>transfer/transmission of virus</li> </ul>	<ul style="list-style-type: none"> <li>staggered drop off and pick up times;</li> <li>parents from 1st – 6th class not to enter school grounds;</li> <li>masks to be worn by parents of junior/senior infants when on school premises;</li> <li>2nd and 3rd classes to enter and leave by church gate;</li> <li>1st and 4th – 6th classes to enter by main gate;</li> <li>pupils to line up in the class line when they enter the yard and when going home - dot spacing painted on yard to show distancing;</li> <li>teachers to lead classes in and out of building;</li> <li>teacher at bottom of steps in car park (Church) and at main gate on road overseeing entrance to school grounds/yard;</li> <li>teachers on duty in yard to oversee children lining up correctly in class lines;</li> <li>teacher will stay with children until parents collect (pick up);</li> <li>on exceptionally wet days, children will be admitted to the school on their arrival with all teachers directing children to classes ensuring social distancing is adhered to;</li> </ul>		<ul style="list-style-type: none"> <li>ongoing training of pupils and review of drop off and pick up system;</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
5	Break and lunchtimes	<ul style="list-style-type: none"> <li>lack of social distancing;</li> <li>congregation of children in corridors and yard;</li> <li>accidents;</li> <li>high incidence of contact in play and sports;</li> <li>touching/sharing food;</li> </ul>	<ul style="list-style-type: none"> <li>teachers lead classes out to yard;</li> <li>each class bubble stays within a box drawn on the yard;</li> <li>no use of sports equipment for play;</li> <li>no use of wall games;</li> <li>reduced time for outdoor play;</li> <li>no sharing of food/drinks;</li> </ul>		<ul style="list-style-type: none"> <li>in initial phase, review daily;</li> <li>ongoing review of breaks;</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
6	Pupil or staff presenting with COVID symptoms; suspected/confirmed case	<ul style="list-style-type: none"> <li>infection;</li> </ul>	<ul style="list-style-type: none"> <li>in case of suspected COVID: staff should put on PPE prior to taking temperature if concerns that a child has COVID or a high temp. High contact PPE - Apron, gloves, mask and eye protection/visor use isolation room;</li> <li>follow national public health guidelines;</li> </ul>		<ul style="list-style-type: none"> <li>refill all sanitisers, ensure available PPE;</li> <li>ongoing training on removing PPE (awareness);</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		

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7	Cleaning (including external contract cleaning service personnel)	<ul style="list-style-type: none"> <li>• inadequate cleaning frequency/quality;</li> <li>• additional risk of external persons (service visitors);</li> <li>• improper use of or lack of PPE;</li> <li>• increased risk of adult/child interaction;</li> </ul>	<ul style="list-style-type: none"> <li>• contract cleaners in during August to do deep clean of all rooms;</li> <li>• daily cleaning by contract cleaners during school day and after school: clean bathrooms tables, handles;</li> <li>• caretaker will empty bins during the day;</li> <li>• teachers responsible for cleaning of their own workplace and computer table etc;</li> <li>• enhanced cleaning regime;</li> <li>• use of toys - reduce, provide adequate cleaning or remove</li> <li>• pedal bins available in all rooms to ensure correct disposal etiquette</li> <li>• PPE to be worn by contract cleaning staff at all times;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing review of governmental guidelines;</li> <li>• Garda vetting of cleaners;</li> <li>• ongoing risk review;</li> </ul>		
8	Partial/Long period shut down (lockdown)	<ul style="list-style-type: none"> <li>• direct risk to education of pupils;</li> <li>• mental health/well-being of staff and pupils;</li> <li>• availability of technology;</li> <li>• communication with staff, parents and pupils;</li> <li>• water contamination;</li> </ul>	<ul style="list-style-type: none"> <li>• plumbers available to flush water;</li> <li>• Google classroom available for submission of work, communication with pupils;</li> <li>• Aladdin available for communication with parents;</li> <li>• ongoing planning/training re virtual teaching in case of full / partial lock down;</li> </ul>		<ul style="list-style-type: none"> <li>• policy to be created for shutdown;</li> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
9	One-to-one teaching / care of pupils with special needs	<ul style="list-style-type: none"> <li>• close contact/lack of distancing;</li> <li>• movement from classroom to resource room;</li> <li>• movement of personal books and equipment;</li> </ul>	<ul style="list-style-type: none"> <li>• wear mask if cannot distance;</li> <li>• use sneeze guard in resource rooms;</li> <li>• correct cleaning etiquette when entering other rooms;</li> <li>• changing of mask/PPE when changing rooms;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing training of pupils and review of drop off and pick up system;</li> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
10	Hand hygiene	<ul style="list-style-type: none"> <li>• transfer/transmission of virus (interpersonal and objects/surfaces);</li> </ul>	<ul style="list-style-type: none"> <li>• hand-washing:                             <ul style="list-style-type: none"> <li>- on arrival at school</li> <li>- before eating or drinking</li> <li>- after using the toilet</li> <li>- after playing outdoors</li> <li>- when their hands are physically dirty</li> <li>- when they cough or sneeze</li> </ul> </li> <li>• additional dispensers around school;</li> <li>• ensure dispensers filled each day before school;</li> <li>• ensure adequate stock levels;</li> <li>• hot water in all sinks</li> </ul>		<ul style="list-style-type: none"> <li>• inform parents of hygiene expectations - ongoing communication;</li> <li>• ongoing training of pupils in hand-washing technique;</li> <li>• timetable for hand-washing in place in all classes;</li> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		

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11	Respiratory hygiene	<ul style="list-style-type: none"> <li>• transfer/transmission of virus (interpersonal and objects/surfaces);</li> <li>• airborne spread;</li> </ul>	<ul style="list-style-type: none"> <li>• for everyone at the school - follow good respiratory hygiene:               <ul style="list-style-type: none"> <li>- cover mouth and nose with a tissue or bent elbow when coughing or sneezing;</li> <li>- dispose of the used tissue immediately and safely into pedal bin.</li> </ul> </li> <li>• visors worn by Teachers when 2m distance is possible, masks in addition to visors when less than 2m distant;</li> <li>• visors to be cleaned when moving between rooms and at end of day;</li> </ul>		<ul style="list-style-type: none"> <li>• inform parents of hygiene expectations - ongoing communication;</li> <li>• train pupils in respiratory hygiene technique - ongoing;</li> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
12	Risk assessment review	<ul style="list-style-type: none"> <li>• there is a risk that the risk assessment is not reviewed regularly and becomes out of date;</li> </ul>	<ul style="list-style-type: none"> <li>• initial phase - monthly;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing review of all risks and control measures;</li> <li>• ongoing review of governmental guidelines;</li> </ul>		
13	Visitors to school (access to school buildings)	<ul style="list-style-type: none"> <li>• risk of transmission of COVID;</li> <li>• touching of handles/ doors/ doorbell;</li> <li>• paperwork signing;</li> </ul>	<ul style="list-style-type: none"> <li>• complete contact tracing form for each visitor (Secretary);</li> <li>• only essential visitors allowed enter school;</li> <li>• compulsory use of gel hand sanitizer and mask before entry;</li> <li>• main door open for staff and then closed (morning);</li> </ul>		<ul style="list-style-type: none"> <li>• parents, services and deliveries: Prior booking for meetings;</li> <li>• prior arrangements/ appointments/ phone on arrival;</li> <li>• cleaning after visits;</li> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
14	Staff return to work	<ul style="list-style-type: none"> <li>• inadequate preparation;</li> <li>• infection;</li> <li>• inadequate training/ knowledge;</li> <li>• teacher shortage;</li> <li>• Exposure of pregnant/at risk staff;</li> </ul>	<ul style="list-style-type: none"> <li>• communication;</li> <li>• complete Return to Work Questionnaire;</li> <li>• adequate training;</li> <li>• adequate protection/PPE;</li> <li>• policies in place;</li> <li>• communication;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
15	Entry to school building (staff)	<ul style="list-style-type: none"> <li>• keypad/doorbell, door contacts;</li> </ul>	<ul style="list-style-type: none"> <li>• door left open by Principal;</li> <li>• hand sanitizer at entry;</li> <li>• mask from outside to classroom;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		
16	Bathrooms - Staff use	<ul style="list-style-type: none"> <li>• too many staff at one time;</li> <li>• poor hand washing hygiene;</li> <li>• contact points;</li> </ul>	<ul style="list-style-type: none"> <li>• reduce contact point activities;</li> <li>• staggered access to toilets;</li> <li>• signage/posters displayed on good handwashing technique;</li> <li>• guidance on use of toilets;</li> <li>• daily cleaning;</li> </ul>		<ul style="list-style-type: none"> <li>• ongoing review of governmental guidelines;</li> <li>• ongoing risk review;</li> </ul>		

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17	Staffroom use (staff room and hall)	<ul style="list-style-type: none"> <li>door / appliance contacts;</li> <li>use of communal equipment;</li> <li>congregation of staff - lack of social distancing;</li> </ul>	<ul style="list-style-type: none"> <li>max of 3 staff in room at a time;</li> <li>gathering of staff for lunch and break in hall;</li> <li>cleaning of appliances after use – fridges, burco boiler, microwaves... - minimal use, use personal flasks where possible;</li> <li>staff to bring in own personal cups and plates and take home for cleaning each day;</li> <li>cleaning after personal equipment removed from tables and surfaces;</li> <li>no use of cloth towels/tea-towels;</li> <li>use of wipes/paper towels;</li> </ul>		<ul style="list-style-type: none"> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
18	Administration of first aid/medications	<ul style="list-style-type: none"> <li>close contact/inadequate social distancing;</li> <li>lack of PPE;</li> </ul>	<ul style="list-style-type: none"> <li>use full/appropriate PPE;</li> <li>training;</li> <li>awareness of distance (less than 1m);</li> <li>teachers to have spare set of clothes for emergency use;</li> <li>call parent / collection depending on situation;</li> </ul>		<ul style="list-style-type: none"> <li>review PPE supply chain and reordering;</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
19	Printing room use	<ul style="list-style-type: none"> <li>lack of social distancing;</li> <li>contact equipment/not cleaning properly;</li> <li>paper infection transfer;</li> </ul>	<ul style="list-style-type: none"> <li>max of 1 in room at a time;</li> <li>clean down all appliances after use;</li> <li>secretary does all printing for Teachers;</li> </ul>		<ul style="list-style-type: none"> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
20	Book/paper/ Chromebook use	<ul style="list-style-type: none"> <li>transfer/transmission of virus;</li> </ul>	<ul style="list-style-type: none"> <li>use personal set of books;</li> <li>remove class libraries;</li> <li>sanitise covers of books on a regular basis;</li> <li>no sharing of books;</li> <li>limit paper used in classroom – laminate pages so they can be cleaned after use;</li> <li>rental books stored in pods;</li> </ul>		<ul style="list-style-type: none"> <li>homework - develop plan;</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		
21	Extra curricular activities	<ul style="list-style-type: none"> <li>mixing of bubbles; increase of visitors in buildings;</li> <li>mix of pupils/teachers with external groups and in uncontrolled environments;</li> </ul>	<ul style="list-style-type: none"> <li>no extra curricular activities planned for foreseeable future;</li> <li>includes sacraments, school tours, visiting authors etc;</li> </ul>		<ul style="list-style-type: none"> <li>review after first term;</li> <li>ongoing review of governmental guidelines;</li> <li>ongoing risk review;</li> </ul>		

<b>Signoff:</b>	
<b>Date:</b>	