



COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

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
COVID-19	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement	Ennis National School Covid19 Lead Worker Reps	
			M	Return to Work Forms received from all faculty members and reviewed by management.	Yes	Return to Work Forms received and reviewed Induction Training provided	Brian Troy Bob Enright	
			M	Induction training sanctioned by the Department of education received by all staff members.	Yes	Contact log in place Complete checklists as required:	Ciara Stack Siobhan O'Neill	
			M	Sign in book in/sign out in use for all staff/visitors/contractors to Ennis National School. Contact tracing log filled out by all visitors/contractors to Ennis National School Classrooms have inbuilt CO2 monitors in the classrooms which automatically opens classroom windows if levels differ from threshold.	Yes	How to deal with a suspected case Other school specific checklist		

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: William Treacy Safe-T-Group

Date: 30/08 /21



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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
Suspected Case of COVID-19 in the School	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Yes		Ennis National School Covid19 Lead Worker Reps Brian Troy Bob Enright Ciara Stack Siobhan O'Neill	
			M	Two Isolation rooms available in the event of a suspected case occurring to a member of the staff or student body while onsite in school. Hand held contactless thermometer will be used to take the child /staff member temperature. Student parents/guardian will be contacted by the Lead Worker Rep for the child's Hub. Staff member will be asked to contact a family member to collect	Yes			
			M	Procedure in place to deal with suspected case in the school. All parents have received the return to school covid19 plan in advance of school recommencing for the year. Document is entitled "Plan for reopening of Ennis National School". This document also outlines the signs and symptoms for Covid19. Parents have been requested not to send in their child to school if displaying any of these symptoms	Yes			
				Procedure in place to deal with suspected case in the school. All Staff members have received the return to school covid19 plan in advance of school recommencing for the year. Document is entitled "Plan for				



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				<p>reopening of Ennis National School (Staff Document)". This document also outlines the signs and symptoms for Covid19. Staff have been requested not to send in their child to school if displaying any of these symptoms.</p> <p>Room where suspected case was situated in and isolation room will be deep cleaned by Grant and O'Brien Cleaning Services.</p>				
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Hazards	Is the hazard present	What is the risk?	Risk rating H=High M=Medium	Controls (When all controls are in place risk	Is this control in	Action/to do list/outstanding controls *Risk rating applies to	Person responsible	Signature and date when
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	? Y/N		L=Low	will be reduced)	place?	outstanding controls outlined in this column	action completed
<p>Spread of COVID-19 Due to Social Interaction</p>	N	<p>Illness, Spread of Covid19 throughout the facility, student body and transmission in the community</p>	M	<p>School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice</p>		<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p>	<p>Ennis National School Covid19 Lead Worker Reps</p>
			M	<p>Hallways have been closed off to certain members of the student body. Hallways have been demarcated to allow pedestrians to walk on the left side of the corridor</p>		<p>Complete School COVID-19 Policy Statement</p>	<p>Brian Troy</p>
			M	<p>Hub 1: Junior and Senior Infants Hub 2: 1st and 2nd Class Hub 3: 3rd and 4th Class Hub 4: 5th and 6th Class</p>		<p>Return to Work Forms received and reviewed</p>	<p>Bob Enright</p>
				<p>Staggered Drop Off Times in place for all age groups</p> <p>School Car Park is reserved for drop off and pick up of Junior Infants, Senior Infants, Sunshine Classes, 1st and 2nd class children only.</p> <p>Parents/Guardians of older children are requested to drop off and pick up at a meeting point away from the school car park.</p> <p>Older children are strongly recommended to avail of Walking Bus and Cycling Bus.</p> <p>Staggered Collection</p> <p>Infants are collected at 1:45pm</p>		<p>Induction Training provided</p> <p>Contact log in place</p> <p>Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist</p>	<p>Ciara Stack</p> <p>Siobhan O'Neill</p>



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				<p>Term 1 (Start of school year until Christmas) 1st and 2nd class: 2:40pm 3rd and 4th class: 2:45pm 5th and 6th class: 2:50pm</p> <p>Term 2 (After Christmas until Easter) 1st and 2nd class: 2:45pm 3rd and 4th class: 2:50pm 5th and 6th class: 2:40pm</p> <p>Term 3 (After Easter until End of School Year) 1st and 2nd class: 2:50pm 3rd and 4th class: 2:40pm 5th and 6th class: 2:45pm</p> <p>All classes have allocated doors to enter and leave the building. Breaks are staggered for both students and faculty.</p>				
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~~Ennis National School Covid19 Risk Assessment~~

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
COVID-19 Lack of Hygiene supplies	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safety Protocol and public health advice	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement	Ennis National School Covid19 Lead Worker Reps Brian Troy Bob Enright Ciara Stack Siobhan	
			M	40 Wall hung hand sanitizers available throughout the school.	Yes	Return to Work Forms received and reviewed		
			M	Each classroom has hand sanitizers at entrance.	Yes	Induction Training provided Contact log in place		



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				Each classroom have had extra soap dispensers and children are to be shown how to wash their hands properly.	Yes	Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist	O'Neill	
			M	Plentiful Blue hand towels and disinfectant spray available.				

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
Spread of COVID-19 Due to lack of Hygiene	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Yes		Ennis National School Covid19 Lead Worker Reps	
			M	4 cleaners clean down the school every evening between 4pm and 8pm. This has doubled the cleaners working for Ennis National School pre Covid. The cleaners from Grant and O'Brien cleaning services have a cleaning Protocol that they will follow. The protocol can be seen in the Return to school Plan document.	Yes			



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			M	At the end of each day 10 minutes will be put aside for classroom cleaning regime. Teachers & SNAs will clean down common touch areas such as door handles, windows own seat & desks sanitizer units.	Yes			O'Neill	
			M	Children will be shown how to clean down their desk and chair at the end of the day. Blue towel will be disposed of into white plastic bag, tied and left outside the classroom for the cleaners to dispose of. All playground equipment is cleaned down in the afternoon with disinfectant using a knapsack sprayer by the school caretaker.	Yes				

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Spread of COVID-19 during First Aid Treatment	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safety Protocol and public health advice			Ennis National School First Aiders	
			M	First Aiders to follow the Pre Hospital Emergency Guidelines for treating casualties during Covid19.				
			M	First Aiders will wear mask and gloves when treating casualties during the pandemic. Casualties will also be required to wear mask and gloves when being treated by the appointed first aider				



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			M	First Aiders will carry out compression only CPR on casualties in Cardiac Arrest in the unlikely event of such an event occurring in the school in line with PHECC & HSE guidelines				
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Spread of COVID-19 During Break times	N	Illness, Spread of Covid19 throughout the facility, student body and transmission in the community	M	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safety Protocol and public health advice			Ennis National School Covid19 Lead Worker Reps Brian Troy Bob Enright Ciara Stack Siobhan O'Neill	
			M	Staggered break times in place for classes to reduce the risk of contact with other classes.				
			M	Ennis National School playgrounds have been assigned to different classes. Areas are demarcated by traffic cones. This will be monitored by Yard supervisors. On average				



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				there will be two teachers and two SNA's supervising the yard at break times				
			M	<p>The National Roll out of the vaccine programme has seen a high uptake by Ireland's General Population. As of 30th August 2021 68.8% of the Population are vaccinated against Covid19. If this translated to the Faculty of Ennis National School almost 70% of the Faculty could be assumed to have received the vaccine.</p> <p><i>* Please note legally the Board of Management cannot ask employees if they have been vaccinated.</i></p>				

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Spread of COVID-19	N	Illness, Spread of	M	School Covid19 Response Plan in place in line with Department of Education			Ennis National	



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Via Parents/Visitors/Contractors/		Covid19 throughout the facility, student body and transmission in the community		guidance and the Return to Work Safely Protocol and public health advice		Building Contractors must forward a copy of their CIF (Construction Industry Federation) Covid19 Induction cert in advance of site visit to the school	School Covid19 Lead Worker Reps Brian Troy Bob Enright Ciara Stack Siobhan O'Neill
			M	Parents Interaction with School staff to be accommodated via telephone or email.			
			M	Signage in place for no more than two people allowed in the Foyer. Signage in place prohibiting public access to the school. Visitors must sign the visitor book with their own pen and use the sanitizer before entering the building.			
			M	Professional Visitors to the school is by prior arrangement Visitors must download and complete contact tracing log sheet (available to download on our website: www.ennisns.ie) Bring it with you on the day of appointment. Hand over form at the end of visit. Visitors must use sanitiser provided on entry and exiting the foyer. Visitors must sign the Visitors Book with their own pen.			

~~and the Return to Work Safely Protocol and public health advice~~

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COVID-19 Lack of Covid19	N	Illness, Spread of Covid19 throughout	M M	Signage erected for Isolation rooms. Signage erected for PPE storage room. Large Covid19 Safety Instruction Sign		Covid19 Lead Workers Rep Sign to be erected in the Foyer to notify all who the Covid19 Lead Workers are.	Ennis National School	



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Safety Signage		the facility, student body and transmission in the community		erected in the Carpark. Sign erected for no more than 2 persons in the Foyer			Covid19 Lead Worker Reps Brian Troy Bob Enright Ciara Stack Siobhan O'Neill	
			M	Large "No Public Access" signs erected over all access doors to the premises.				
			M	Signage erected how to wash your hands at all wash points in the building. Directional Signage on floor with dividing lines to ensure pedestrians keep to one side of the walkway. Signage erected to remind Teachers/SNAs/Visitors to sign in and out of building Keep a safe distance painted on ground on pathways to building Class Hubs assembly area signs erected according to the teacher allocated to the class				

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COVID-19 Lack of Covid19 Safety	N	Illness, Spread of Covid19 throughout the facility,	M M	Signage erected for Isolation rooms. Signage erected for PPE storage room. Large Covid19 Safety Instruction Sign erected in the Carpark.		Covid19 Lead Workers Rep Sign to be erected in the Foyer to notify all who the Covid19 Lead Workers are.	Ennis National School Covid19 Lead Worker	



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Signage		student body and transmission in the community		Sign erected for no more than 2 persons in the Foyer			Reps Brian Troy Bob Enright Ciara Stack Siobhan O'Neill	
			M	Large "No Public Access" signs erected over all access doors to the premises.				
			M	Signage erected how to wash your hands at all wash points in the building. Directional Signage on floor with dividing lines to ensure pedestrians keep to one side of the walkway. Signage erected to remind Teachers/SNAs/Visitors to sign in and out of building Keep a safe distance painted on ground on pathways to building Class Hubs assembly area signs erected according to the teacher allocated to the class				

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COVID-19 Lack of PPE	N	Illness, Spread of Covid19 throughout the facility,	M	Signage erected for PPE storage room. Ample PPE available to all staff members		Ennis National School will continually monitor the HSE & Department of Education guidelines with regard to the	Ennis National School Covid19 Lead Worker Reps	
			M	It is not mandatory for children or staff to				



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		student body and transmission in the community		wear face masks or visors However It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.		wearing of face coverings	Brian Troy Bob Enright Ciara Stack Siobhan O'Neill Board of Management	
			M	Each staff member will be provided with a visor and it will be optional for them to wear it. It is strongly advised that staff wear their visors for interactions such as the following: Treating a First Aid Incident Junior and Senior Infant handover at the end of the day. Team Teaching and SET teaching – where you are in close proximity to children				
			M	Face masks are optional for children. This decision should be made by the parent/guardian of the child.				

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COVID-19 Mental Wellbeing of Staff and Student Body	N	Illness, Spread of Covid19 throughout the facility, student body and	M	Ennis National School have a range of services available to students who may suffer from anxiety or other mental health issues associated with Covid19 or the new measures implemented by the school			Ennis National School Covid19 Lead Worker Reps Brian Troy	



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		transmission in the community	M	<p><i>Mental Health:</i> Staff to be mindful that there are several useful tips that can be adopted to assist in this regard, particularly during these challenging times:</p> <ul style="list-style-type: none"> Stay informed but set limits for news and social media Keep up your healthy routines including diet, exercise and sleep Keep a physical distance but don't distance yourself. Stay connected Don't make assumptions or judge people. As stated previously, <i>We are all in this together</i> There are many online mental health resources and phone services that can help. The HSE provides online information on their website www.hse.ie 			<p>Bob Enright</p> <p>Ciara Stack</p> <p>Siobhan O'Neill</p> <p>Board of Management</p>	
			M	<p>Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.</p> <p>An Occupational Health Strategy is in place as a supportive resource for staff in schools.</p>				
			M	<p>THE OCCUPATIONAL HEALTH STRATEGY</p> <p>is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.</p> <p>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'</p> <p>Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365</p>				



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				<p>days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support and so on.</p> <p>Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided.</p> <p>As part of the services provided by Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.</p>				
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