



Scoil Náisiúnta Óroichead An Chláir

Clarecastle National School, Clarecastle, Co. Clare

Ratified by BOM
10/02/2020

Safety Statement

Reviewed September to December 2019

Clarecastle National School



Safety Statement

- 065 682 8274
- school.secretary@clarecastlens.com
- Clarecastle, Co. Clare, V95 T253
- www.clarecastleschool.com

Principal Martin Moloney
Roll Number 17026M

1 Statement of General Policy on Health and Safety

1.1 Respect for dignity in the workplace

At our School we undertake to have due regard to the Health and Safety Authority Publication entitled "Dignity in the Workplace". In that regard, we will work together to maintain a workplace environment that encourages and supports the right to dignity at work. All our employees are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not acceptable to us and will not be tolerated. Thus all individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold such respect for dignity in the workplace. Furthermore, all who hold positions of authority have a specific responsibility to promote this principle.

1.2 Health and Safety Policy

The Board of Management of Clarecastle National School recognises its duty to comply both with the Safety, Health and Welfare Act, 2005 and all associated Regulations. In that regard, the Board of Management will, as far as is reasonably practicable:

- (a) Provide adequate resources to maintain safety and health;
- (b) Provide adequate control of health and safety risks arising from our work activities;
- (c) Consult with our employees on all matters affecting their health and safety;
- (d) Prepare written risk assessments and review these when necessary.
- (e) Based on the written risk assessments, provide and maintain safe systems of work;
- (f) Provide and maintain safe plant and equipment
- (g) Ensure safe handling and use of all substances;
- (h) Ensure all employees are competent to perform their assigned tasks and, in that regard, to provide them with such information, instruction, training and supervision as is necessary;
- (i) Provide health surveillance and medical facilities as required;
- (j) Provide and maintain a safe workplace together with properly designed and maintained means of access to and egress from all places of work;
- (k) Based on the risk assessments, provide emergency plans where deemed necessary;
- (l) Monitor safety performance in order to maintain agreed standards;
- (m) Review and revise this policy as necessary at regular intervals.

Signed on Behalf of the Board of Management:

Chairperson: 
Mr. Pat Bergin Date: 10/02/2019

Principal: 
Mr. Martin Moloney Date: 10/02/2019

Safety Officer: 
Ms. Hilary Parkinson Date: 10/02/2019

2. Safety Responsibilities.

2.1 Overall legal responsibility for health and safety lies with:

The Board of Management of Clarecastle NS

2.2 Overall responsibility for ensuring the implementation of health and safety policy has been delegated to:

The Chairperson of the Board of Management, Mr. Pat Bergin.

2.3 Day-to-day responsibility for ensuring that this policy is put into practice is delegated to:

The Principal, Mr. Martin Moloney

2.4 To ensure that health and safety standards are maintained and where necessary improved; the following people have responsibility in the areas outlined hereunder:

Name	Responsibility
Ms Hilary Parkinson	Board of Management Safety Officer

2.5 Under the 2005 Act **all employees** (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangements they may have) are required to co-operate fully with the employer so that appropriate safety, health and welfare policies are established, implemented and adhered to. Employee duties while at work include:

- to take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by his or her acts and omissions at work;
- to co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions;
- to attend training and take instruction on the correct use of articles or equipment;
- to use personal protective equipment (PPE) or clothing provided for his or her safety;
- to report to his or her employer as soon as practicable: - any work being carried out which might endanger him/herself or others; - any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others; - any contravention of the

- relevant statutory provisions of which he/she is aware;
- not to engage in any improper conduct or dangerous behaviour.

3. Arrangements

School Structure

The staff consists of 20 no. Teachers, 5 no. Special Need's Assistants, 1 Secretary, 1 Caretaker.

Health and Safety Risks arising from our work activities

- Risk assessments will be undertaken by: **The Safety Committee**
 - The findings of the risk assessments will be reported to; **The Principal**
 - Action required to remove/control risks will be approved by: **The Board of Management**
 - Will be responsible for ensuring the action required is implemented. **The Principal**
 - Will check that the implemented action have removed/reduced risks. **The Board of Management**
 - Assessments will be reviewed annually or whenever work activity changes whichever is soonest.
 - A hazard identification and risk assessment is included at **Appendix 1**. As risk is normally deemed to be a multiple of likelihood and severity, each identified risk is categorized or required to address each such risk and the person(s) responsible. The School will attempt to address all such risks, but as is customary, priority will be given to High risks.

3.3 Consultation with employees

a) Safety Representative: The Teaching and Support staff will be represented by the following Safety Representatives at the Committee Meetings:

Area	Safety Representatives
Teaching Staff	Ms. Hilary Parkinson
Support Staff	Ms. Marie Clare Gorman

b) Safety Committee Meetings: There will be 2 No such meetings of this committee every year to discuss and review safety issues on and ongoing basis. The members of this Committee are as follows:

Chairperson/Maintenance Officer:	Mr. Liam Barry
Secretary/Teaching Staff Rep:	Ms. Hilary Parkinson
Principal :	Mr. Martin Moloney
Ancillary Staff Rep:	Ms. Marie Clare Gorman

c) Duties and Responsibilities: The Safety Committee will monitor safety matters in the School and in particular will:

- Routinely review all aspects of work-related safety;
- Strive to resolve any reported difficulties with safety duties/responsibilities;
- Review safety training needs;
- Discuss procedures for monitoring safety compliance;
- Discuss means of best training safety information to staff;
- Monitor all safety related accidents/incidents at the School irrespective of whether they result in injury, damage or near miss;
- Forward copies of all meetings to the Board of Management;
- Review and revise this Safety Statement annually.

3.4 Safe Plant and Equipment

The Principal/Maintenance Officer

Will be responsible for identifying all equipment/plant requiring maintenance.

The Principal/Maintenance Officer

Will be responsible for ensuring effective maintenance procedures are drawn up.

The Principal/Maintenance Officer

Will be responsible for ensuring that all identified maintenance is implemented.

Any problem found with plant/equipment should be reported to **The Principal/Maintenance Officer**

The Principal will check that all new plant and equipment complies with health and safety standards before it is purchased.

3.5 Safe Handling and use of Substances

Deputy Principal MJ Malone

Will be responsible for identifying all substance, which requires a risk assessment.

Deputy Principal MJ Malone

Will be responsible for undertaking such risk assessments.

Deputy Principal MJ Malone

Will be responsible for ensuring that all actions identified in such risk assessments are implemented

Deputy Principal MJ Malone

Will check that any new substances can be used safely before it is purchased.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

3.6 Information, instruction and supervision

A copy of this Safety Statement along with our Risk Assessment will be given to each employee. Employees will be required to acknowledge receipt of same, in writing, annually.

Copies of our Safety Statement and Risk Assessments are available for inspection on the Office wall.

Health and safety advice is available from: The Principal

3.7 Competency for Tasks and Training

♦ The Principal will provide safety induction training for all new employees.

- ♦ Job specific training will be identified and arranged by the Principal.
- ♦ Safety training needs will be identified by the Principal.
- ♦ Specific tasks requiring special training are:

- ♦ **Small plant maintenance.**
- ♦ **Strimmer & Lawn mow use.**
- ♦ **Fire Prevention Techniques**
- ♦ **First Aid.**
- ♦ **Manual Handling**

- ♦ Safety training records are kept by the Principal.

3.8

Violence at Work

In like manner to other people who deal with the public, our employees may occasionally encounter aggressive or indeed violent behaviour. In that regard, they may be sworn at, threatened or even physically attacked. In such situations, we direct our staff to avoid getting involved with or even responding to any aggressive or violent behaviour. Such confrontational situations should sensibly be avoided. However, in the event of any potentially serious situation arising, the assistance of the Gardai should be immediately sought to deal with such matters.

Any such incident should be reported without delay, for the purposes of any future civil or criminal proceedings, to the Principal, who in turn is obliged to investigate and/or formally report such matters to the Board of Management as appropriate. We also undertake to provide any necessary assistance/counselling to employees, subjected to such violence at work.

3.9 Accidents and First Aid

- ♦ Basic First Aid Training has been provided to all staff in the School.
- ♦ First aid boxes are provided as follows;

Standard kits are provided in 1 No Staffroom and 1 No mobile kit is available for educational trips.

- ♦ All accidents and any case of work-related ill health must be recorded and retained electronically in the relevant pupils file on the pupil database and a hard, signed copy will be retained in the Accidents Folder which is kept:

In The Principals Office

- ♦ Accidents will be investigated by

The Principal and other teachers as deemed necessary by the Principal.

3.10 Welfare facilities

- ♦ Appropriate sanitary and welfare facilities are provided in the School.

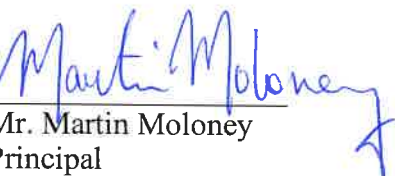
3.11 Review and Revision

♦The Safety Committee will note any problems relating to safety matters. It will also carry out a comprehensive review of this Safety Statement every 3 years and suggest revision of any necessary aspects herein approval by the Board of Management.

- ♦The following items will considered at review stage:
- ♦Any reported difficulties with assigned safety responsibilities?
- ♦Have individuals with monitoring responsibilities the necessary skills?
- ♦Are the lines of communication effective?
- ♦Do any responsibilities need to be re-assigned?
- ♦Are all stipulated risk assessments being undertaken?
- ♦Are existing risk assessments adequate?
- ♦Does the Section comply fully with all legal responsibilities?

This Safety Statement has been presented to and ratified by the Board of Management of Clarecastle National School at a Board Meeting held on the 10/02/20.

Signed: 
Mr. Pat Bergin
Chairperson BOM

Signed: 
Mr. Martin Moloney
Principal



Scoil Náisiúnta Oíchead An Chláir

Clarecastle National School, Clarecastle, Co. Clare

Ratified by BOM
10/02/2020

Health and Safety Risk Assessment

Reviewed September to December 2019

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Health and Safety Risk Assessment

CLARECASTLE NATIONAL SCHOOL CLARECASTLE, CO. CLARE



Identified Hazard	Persons at risk	Risk Rating (H,M,L)	Control Measures	Responsibility
1. Car Park	Pupils	H	- Staff cars only allowed in Car Park. Sign to this effect at front gate. - School community to observe signage. - Car Park Barrier installed to prevent unauthorised access. - Pupils are not permitted to use car park as a walkway.	Principal Teachers Parents
2 Collection & dropping-off of Junior and Senior Infants	Pupils in question	H	All such pupils must be accompanied to and collected by either a parent or some other authorised adult person with the prior approval of the principal. Pupils will not be released	Principal Teachers Parents

				into the care of someone other than a designated collector without the prior consent of a parent.	
3 Slips, trips and falls	Pupils and staff	M	- No running in school building. - No playing without supervision. - Washing & polishing of floors shall be conducted, as far as possible, after school hours. Suitable signage to be maintained.	Principal Teachers Caretakers Contract Cleaners	
4. Educational trips	Pupils and staff	M	Measures are outlined in the School's Policy Document on Educational Trips & Outings.	Principal Teachers	
5 P.E. Activities	Pupils	M	- Suitable clothing must be worn - Helmets mandatory for hurling & camogie. - All games to be played on appropriate surfaces; - Equipment must be regularly checked. - Equipment must be stored appropriately.	Principal Teachers Pupils Parents	
6 Recreation time	Pupils		Pupils to be supervised during play time in line with school Policy on	Teachers	

			Supervision.	SNA's
7 Electrical Equipment	Pupils and staff	M	• All plugs and sockets to be regularly checked by a competent person. • Faulty equipment to be removed immediately from use and such equipment can only be reused after repair and authorisation by a competent person.	Maintenance Officer Caretaker
8. Hot drinks	Pupils and staff	L	• Staff must only take hot drinks from the staffroom in suitable containers with secured lids. • Students remain seated and are requested to exercise due caution when having hot drinks for lunch. • Effective Supervision.	All school staff
9. Working at height	Staff	L	• It is compulsory for all staff to use the step ladder provided when hanging classroom resources above arms reach.	All school staff
10. Shelving and Storage	Pupils and staff		• Staff members must not store heavy items on or near the top of storage shelves, these should be stored from the bottom up (includes filing cabinets).	Principal Teachers

		L	- Shelving/storage must be kept tidy to prevent items falling. - Free standing shelving in hallways/classrooms/PE store must be secured where possible to prevent capsizing onto staff or pupils.	SNA's Caretaker Secretary
11. Cleaning Supplies Room	Pupils and staff	L	- The cleaning supplies room must be locked at all times when not in use. - The key will be located in a position out of the reach of pupils. - Pupils are not permitted to enter the room.	Caretaker Contract Cleaners School staff
12. Clear Corridors	Pupils and staff	L	The corridors must be kept free from tables, chairs and other such objects that could impede safe exit from the building in an emergency.	Teachers SNA's Caretaker
13. Classroom tidiness	Pupils and staff	L	Floor area of classrooms must be kept free of clutter including school bags, PE bags etc.	Teachers
14. Boiler room	Pupils and staff	L	To reduce the risk of fire in the event of malfunction, combustible	Principal Caretaker

				items must not be stored in the boiler room.	
15. Window openings	Pupils and staff	M	PVC windows which open outwards into the yard must not be opened wider than the recess of the window so that people cannot walk into them when opened. Staff members will ensure that windows are not open beyond the recess at break times.	Teachers SNA's	

Scoil Náisiúnta Droichead an Chláir

Website: www.clarecastlens.com

Covid-19 Risk Assessment



To be retained in planning file
along with Protocols for
dealing with a suspected case.





Clarecastle National School Covid-19 Risk Assessment

Ratified by BOM
21/09/2020

Covid-19 Risk Assessment

Formulated June-August 2020

Updated Risk Assessments to minimise the risk of being exposed to Covid-19

The process involved consultation with all school staff.

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 Clarecastle National School to address significant hazards and risks in the workplace, to access 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 minimize the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Clarecastle National School 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.



Clarecastle National School Covid-19 Risk Assessment

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 was assessed (by ranking) 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 were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

$$\text{Severity} \times \text{Probability} = \text{Risk Rating}$$



Clarecastle National School Covid-19 Risk Assessment

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



Clarecastle National School Covid-19 Risk Assessment

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	Emergency – Extremely serious If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	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	Severe and Serious If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented 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.

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the school.



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school. The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches. The Board of Management will: ✓ 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 regular information about the risk of Covid-19 using official sources, such as 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 required	Negligible	Board of Management Principal Staff
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 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 16-25 Emergency risk Halt activity and review immediately		Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM
Assessment Date:	June, 2020			



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should: ✓ Wash their hands properly and often. Hands should be washed: ○ 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 a 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 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. No employees are permitted to attend work if they display any of the symptoms below: - ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days. Speak to their GP regarding Covid test eligibility Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days. 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	Serious Requires monitoring	Board of Management Principal Staff Visitors
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	Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM Assessment Date: June, 2020		



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action Implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	The Board of Management will ensure that: ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (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 detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be shut down ✓ 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) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of canteen/kitchen or other communal facilities ✓ Bins, with suitable bin liners, are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ Staff use gloves when dealing with any injuries or illness and they wash hands with soap and water for at least 20 seconds afterwards ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards	Serious Requires monitoring	Board of Management Principal Staff Visitors
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	<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		
Assessment Date:	June, 2020			Assessor's Name: Ms Hilary Parkinson Safety Officer BOM



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Management will ensure that: ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of school facilities and while working in the school ✓ physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, lifts, staff room, 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 facility (buildings and grounds) ✓ Appropriate social distancing arrangements will be in place throughout the facility ✓ Meetings of staff will take place online and by using teleconferencing facilities, for the most part ✓ 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 Where 2 metre distance cannot be maintained suitable face coverings shall be worn Requirements for personnel working within 2 metres of each other (where activity cannot be suspended): ✓ No worker has symptoms of Covid-19 ✓ 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 ✓ An exclusion zone for <2m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly	Requires monitoring Serious	Board of Management Principal Staff Visitors
<u>Risk Level Calculation</u> (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	<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		Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM
Assessment Date: June, 2020				



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Staff especially cleaning staff	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	All cleaning will be undertaken in line with DES and public health guidance. ✓ 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 ✓ 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 ✓ Gloves should be changed regularly to avoid cross contamination of areas ✓ System in place for the disposable 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 ✓ Where the school hall has been used by outside agencies, it shall be cleaned as a priority by the cleaning staff, the following morning.	Serious Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury (b) Likelihood of event (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			Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM
Assessment Date:	June, 2020			



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?		Identified Risks	Office and Administration areas Controls		Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	• Office capacity to be limited to 2 people in secretary's office and 3 people in principal's office and meeting room. • Any persons in either office must maintain 2 metre distance, where at all possible • All visitors to any office must wear suitable face coverings		Medium Requires monitoring	Board of Management Principal Administration staff	
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)		1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	Risk Level Action 1-5 Trivial risk 6-10 Medium risk 11-15 Severe risk 16-25 Emergency risk	Acceptable Requires monitoring Requires immediate further action and control Halt activity and review immediately		
Assessment Date: June, 2020		Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM				



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?		Identified Risks	Use of PPE Controls	Risk Rating with controls	Action Implementation
Staff	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	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. 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. PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. 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 Face masks and visors have been provided to all staff, along with relevant PPE equipment required by SNA's. In line with current government guidelines, a face covering must be worn. 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. However gloves will be available for staff use when dealing with an injured or ill child and children with intimate care needs. *Face coverings are not recommended to be worn by children under 13 years.	Medium	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)		1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	<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		
Assessment Date: June, 2020		Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM			



Clarecastle National School Covid-19 Risk Assessment

Handling books and other resources during Covid-19			Risk Rating with controls	Action implementation
Who may be affected?	Identified Risks	Controls		
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	The Board of Management has to prepare 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 staff when receiving or assisting in compiling resource packs: • 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 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	Medium <	



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?		Identified Risks	Using hand tools or equipment Controls	Risk Rating with controls	Action implementation
All staff	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	✓ 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 crosscontamination ✓ Arrangements should be put in place for one individual to use the same tool, and equipment 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 sanitised prior to use	Medium Requires monitoring	Board of Management Principal Staff	
Risk Level Calculation (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)		1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 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 16-25 Emergency risk Halt activity and review immediately	Assessor's Name: Ms. Hilary Parkinson Safety Officer BOM	
Assessment Date: June, 2020					



Clarecastle National School Covid-19 Risk Assessment

Dealing with a suspected case of Covid-19			Risk Rating with controls	Action implementation
Who may be affected?	Identified Risks	Controls		
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	The Board of Management will: ✓ 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, 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 members of the school community. If a person displays symptoms of Covid-19 the following procedure is to be implemented: ✓ 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 bag provided	Serious	Board of Management Principal Staff
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: Ms. Hilary Parkinson Safety Officer BOM		



Clarecastle National School Covid-19 Risk Assessment

Dealing with a suspected case of Covid-19 (Contd)				
Who may be affected?	Identified Risks	Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	✓ How to deal with a suspected case is detailed in Clarecastle NS Covid-19 School Protocols document which has been supplied to all school staff. ✓ 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.	Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury (b) Likelihood of event (c) Risk Rating = (a) X (b)		1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	<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	
Assessment Date: June, 2020		Assessor's Name: Ms. H. J. Parkinson Safety Officer BOM		



Clarecastle National School Covid-19 Risk Assessment

Who may be affected?	Identified Risks	Covid-19 Cleaning Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed as very high risk of complications if they catch the coronavirus are, according to HSE are available at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk 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 Sometimes nasal congestion, runny nose, sore throat, aches and pains may arise	All cleaning will be undertaken in line with DES and public health guidance. ✓ 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 and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ 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 ✓ Using a 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	Serious 	