

Covid- 19 Risk Assessment- September 2020
St. Martin de Porres NS

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	Y	Illness Outbreak		School COVID-19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice.	Y	All staff emailed copy of COVID-19 Response Plan-August 2020. Response plan uploaded to website. Response plan updated February 2021 and distributed to staff and parents. Website updated.		
				Physical Measures Are separate entrances being used by children? Are staff/visitor procedures in place?	Y	Separate entrances being used by children. Assigned entry and exit gate map sent to staff August 2020. Departure times staggered.		
					Y	Visitors to sign in and out, wear masks and sanitise.		

			<p>Physical Distancing</p> <p>Is physical distancing taking place in classrooms, staffroom, reception and corridors?</p>	Y	<p>School staff to remain at least 2m from children if at all possible. Face coverings should be worn where 2m distance cannot be maintained</p> <p>Movement of staff and pupils around the school should be limited.</p> <p>Children to mix with their own bubbles only (Classes to use individual play zones.)</p>		
			<p>Contact Log</p> <p>Is there evidence that a contact log is maintained for all staff/visitors?</p>	Y	<p>Contact log available in the office.</p>		
			<p>Signage</p> <p>Is signage prominently displayed?</p>	Y	<p>Signage displayed prominently throughout the school.</p>		

				<p>Hand Hygiene</p> <p>Are facilities easily accessible to all staff members?</p> <p>Are hand sanitisers provided and easily accessible?</p> <p>Are hand sanitisers stocked?</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Hand washing and sanitising facilities are available to all staff.</p> <p>Sanitising stations installed in prominent places.</p> <p>To be restocked regularly by S</p>		
				<p>Respiratory Hygiene</p> <p>Are bins/bags available for the safe disposal of used tissues/ paper towels?</p>	<p>Y</p>	<p>Bins with lids provided in each classroom.</p> <p>Bins emptied daily by caretaker.</p>		

				<p>Cleaning</p> <p>Is there a local documented cleaning regime in place?</p> <p>Is it being carried out?</p> <p>Are materials available for staff to clean work areas?</p> <p>Are unnecessary items moved from the work space?</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Cleaning regime discussed with cleaners.</p> <p>Nominated staff member cleans isolation room after it has been vacated.</p> <p>Staff clean surfaces at the end of the day and complete cleaning checklist in their room.</p> <p>Staff to remove unnecessary items from classrooms and place in storage.</p>		
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				Ventilation Protocols Are ventilation protocols in place?	Y	Ventilation Windows and door to be open as much as possible.		
				PPE Is PPE available to all staff?	Y	PPE available to all staff. Staff informed about location of PPE. PPE stocks regularly checked and ordered.		
				Isolation Room Have rooms been identified? Is isolation room compliant? Are staff aware of location? Have staff been made aware of isolation room procedures?	Y Y Y Y	Rooms have been identified. Green and blue block. Room Compliant. Supply boxes checked and restocked regularly. Cleaning check list to be filled in when child leaves the school. Staff are aware of procedures. Will tell nominated staff member when child has left the room.		

				First Aid Are measures in place to safely administer First Aid?	Y	SNA's bring First Aid bags to be brought to yard. First Aid to be administered outside at benches.		

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: _____

Date: / /