



Ballindaggin National School

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Principal: Mr Conor Mc Donald

Ballindaggin NS Covid -19 Risk Assessment

Date: August 2020

	Level	Risks	Control measures	Personnel responsible
Morning Assembly	H	Pupils interacting with other pupils Parents not dispersing Parents late Pupils not hand sanitising Pupils not sitting in their own seats on entry Staying in their Pod	Protocols for Daily Morning Assembly: See plan below From 8.45am the pupils of junior infants to sixth will enter the school maintaining social distancing through their designated door. Parents will leave the drop off area immediately once their child has been handed over. Classes will be supervised by their teachers. Pupils will sanitise their hands before entering the classroom. On entering the classroom the children will take their assigned seats. Children in junior/senior infants will engage in their table top activities during the 15 minutes. Children in other classes will read/complete mindfulness activities or other activities assigned by the class teacher. All of the relevant entry points around the building to be used. Markings will be placed on the yard to ensure social distancing while children are entering the building.	All teachers Parents SNA Pupils

			<p>All coats to be placed in school bags.</p> <p>Daily Morning Assembly:</p> <p>Junior/Senior infants Ms. Brooks' class DOOR A Ms. Bridges' class</p> <p>Mr. Mc Donald's class DOOR B Mrs. Meagher's class</p> <p>Ms. Swaine's class DOOR B</p>	
Dismissal	H	<p>Social distancing not being maintained by parents</p> <p>Parents not abiding by regulations</p> <p>Late pick ups</p> <p>Pupils going to after school Activities</p>	<p>Daily Dismissal:</p> <p>Pupils from junior and senior infants will leave the school at 1.40pm as normal</p> <p>Actions to be carried out:</p> <p>The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child.</p> <p>The principal will ask parents to ensure that outside Afterschool Clubs must collect children on time.</p> <p>If a parent is late on more than one occasion they will be given a warning from the Board of Management.</p> <p>In exceptional circumstances pupils will proceed to a designated Late Line up area and will be supervised by Staff. If raining they will assemble in the school porch area maintaining social distancing.</p>	<p>Teachers +SNAs</p> <p>Principal</p>

SEN	H	<p>Size of the rooms.</p> <p>Mixed groups</p> <p>Teacher has much higher exposure</p> <p>Ventilation</p> <p>Use of materials/resources</p> <p>Tactile children</p>	<p>Risk Assessment SEN</p> <p>Smaller groups will be created where possible.</p> <p>Pupils from the same class only.</p> <p>Timetabling of SEN classes to be amended to take account of staggered breaks</p> <p>Sanitisers will be placed at the entrance to corridors and pupils must sanitise before entering a SEN room.</p> <p>Where requested a perspex shield will be purchased for the table where a teacher is engaged in table top activities. Tall shields may also be purchased if a SEN teacher requests it. Teachers are advised not to stoop down to pupils if possible</p> <p>Staff who want to will use face shields/masks.</p> <p>Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc.</p> <p>Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup.</p> <p>SEN staff to prepare back- up materials using sandwich bags</p> <p>After each group a teacher will use sprays and cloths to wipe down desks and door handles</p> <p>The cloths will be used once only before being put in the wash at 60degrees Celsius</p> <p>SET's will bring children to and from rooms</p> <p>Where possible surplus furniture to be moved.</p> <p>Use of PPE will be used</p> <p>The principal will discuss with parents the possible risks/ requirements of those with underlying conditions</p> <p>Class teachers are to give the principal names of children with high risk conditions.</p> <p>Staff will conduct lessons on the use of sanitisers and all relevant protocols.</p>	<p>Principal</p> <p>Staff</p> <p>SEN staff</p> <p>SNA</p> <p>Principal</p>
Classes	H/M Dependson class	<p>Pupils moving around the room</p> <p>Pupils sharing resources</p>	<p>Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable.</p> <p>Where possible furniture will be removed.</p> <p>Pupils to use their own materials only where possible–No sharing of personal equipment -glue sticks, ruler.</p>	<p>DES template</p> <p>PL / principal Teachers</p>

		<p>Teachers are to sanitise hands if asked to open items by the children.</p> <p>Parents have to fill water bottles at home.</p> <p>Lessons to be completed on: Lining up - maintaining social distancing -Hand hygiene - Food hygiene</p> <p>No sixth class pupils minding the little ones</p> <p>First Aid kit to be brought to yard at each break. One of the adults brings in a child who is seriously injured. SNA to use aprons. Carry sanitiser and wipes with you at all times. Children sanitise hands before and after use and going out to the yard.</p> <p>No basketballs or footballs to be used until further directives from NEPHET/DES</p> <p>Sick/injured children: If a child becomes sick or gets hurt the yard teacher will evaluate the child and if she/he deems it necessary for the child to be seen in the office the following protocols will apply -</p> <p>If the injury is only a scratch etc, the teacher will use the First Aid box to apply treatment such as plasters/wiping of graze</p> <p>For a more serious injury SNA will escort child to school office/waiting area.</p> <p>If SNA is unavailable teacher will alert secretary via office window who will ask for SNA to attend.</p>	<p>Staff to teach lessons on the various protocols</p> <p>Principal</p> <p>SNAs</p> <p>Parents</p> <p>Yard Teachers</p> <p>Teachers</p> <p>Teachers to know these pupils</p> <p>Principal</p> <p>Staff Pupils</p>
	<p>Going out /coming back in</p> <p>Recording of incidents -use of Incident Books</p> <p>Lunch</p> <p>Opening lunches/packets/ holding of foods</p> <p>Water bottles</p> <p>Children -asthma</p> <p>Accidents</p> <p>Fallers</p> <p>Children wetting themselves</p> <p>Footballs/basketballs</p>		

		Bringing in of children from the yard if sick/hurt.		Yard teacher SNAs
Toilet		Students: Pupils not washing hands Different classes using the toilets at the same time Pupils coming in during break times to use toilets Cleaning toilets	Parents encouraged to get children to go to toilet before coming to school/wash hands Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet Teachers to put up signs on the outside doors in classrooms where there are toilets. All toilets will be labelled clearly to avoid confusion. Yard toilets will not be in use to avoid crossover of pupils. All teachers to ensure that pupils regularly use the toilet, particularly the junior end of the school. Each teacher to set up a system of toilet breaks in their room where each pod has to use the bathroom at a certain time. Pupils will not be allowed into the school during lunch to use the toilets Lessons on toilet hygiene. Toilets will be cleaned daily	Principal Teachers Duty teacher Cleaning staff

Staff- Room breaks	M	<p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery</p> <p>Queueing for microwave/dishwasher/water</p>	<p>Those in the high risk category ideally should remain in their own rooms.</p> <p>There will be staggered breaks</p> <p>The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing.</p> <p>Staff to use their own utensils as much as possible. Bring into school and bring home.</p> <p>Maximum numbers in the staffroom -currently 2 people</p> <p>People bring in their own flasks/keep cups</p> <p>Staff to ensure that their own area has been cleaned up after use.</p> <p>Staff to maintain social distancing while using the microwave/hot water/photocopier</p> <p>Staff to sanitise before and after using any items</p>	<p>Principal</p> <p>Staff</p>
Visitors	H	<p>Spread of virus</p> <p>Unannounced visitors</p>	<p>The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.</p> <p>Visits to the school will be severely restricted. Parents/visitors may only attend in exceptional circumstances. Visitors will be asked to:</p> <ul style="list-style-type: none"> • Make a prior appointment before visiting the school • Remain at home if they have any Covid-19 symptoms • Follow the agreed Covid-19 protocols for the school 	<p>Principal</p> <p>BoM</p>

			<ul style="list-style-type: none"> • Sanitise before entering the premises • Attendance to be recorded on entry to building • Wear PPE • Adhere to social distancing requirements • Not to loiter – complete their business and leave premises • No visitor will be permitted entry without a prior appointment. 	
PE + PE equip-ment	H/M	Sharing of equipment Social distancing Equipment Coaches coming in and mixing between classes. Hall rental	All pupils to sanitise hands before and after PE sessions PE to be completed outdoors as much as possible. If PE is to be completed in the Community Hall the lesson must be adapted to ensure safety and distancing as much as is possible. No coaches will be visiting the school in term 1.	Pupils/staff
DL equipment	H/M	Sharing of devices between classes could lead to transference of virus Collection and return of trolley	All pupils to sanitise hands before and after use of devices Wipe downs occur after use of tablets Specific pupils to be assigned to wipe down in some classes. Teacher/SNA responsible in junior classes. A teacher collects trolley at the start of the day/each session Trolley to be left in the corridor outside the next room or back in the storage area (wiped down) Teachers to work collaboratively on timetabling to minimise journey of trolley between classes during the day.	Pupils Staff DL Post-Holder

Shared Maths/ Science resources cupboards		<p>Transference of virus through shared use</p> <p>Lack of human resources/time to clean</p>	<p>Pupils and teachers to sanitise hands before and after use of all materials that might be shared., Staff date the sign in/ out of resources so proper number of days elapse between use in different rooms -Maths cupboards/science/PE/Staffroom resources/trolleys</p> <p>Lessons on hygienic use of materials</p>	<p>Pupils</p> <p>Staff</p>
Class-room Libraries Books/Copies	H	<p>Transference of virus through shared use</p>	<p>Classroom libraries have been removed from rooms Libraries and books are now stored in GP room Teachers to assign books to children After books are returned they must be placed in a box for 72 hours before next use Lesson on hygienic use of materials. If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Sanitise before using. Sanitise before, during and after corrections of copies.</p>	<p>Pupils/ Teachers</p>
SNAs		<p>Crossover from classes./Coughing/sneezing etc/Toileting</p> <p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils</p> <p>Tactile pupils- OT pupils</p> <p>Lunch breaks</p>	<p>PPE to be used as much as possible. SNA if they want to.-- use aprons/masks/visors/gloves/sanitisers</p> <p>Back up supplies will be located in the store room.</p> <p>Sanitising hands leaving/entering all rooms</p> <p>Pupils taken in small groups throughout the day to play SNA</p> <p>All SNAs must wear gloves on the yard.</p> <p>Train the kids how to open packages and peel bananas and oranges</p> <p>Refilling water bottles - SNA to sanitise before touching water bottles.</p>	<p>Principal to order sufficient supplies</p> <p>Teachers</p> <p>Parents</p>

			Children in junior classes not allowed to fill bottles. Bottles must be labelled	
Cleaning	Risk requires monitoring	Inadequate/insufficient cleaning	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <p>Staff responsible for cleaning personal items that have been brought to work and items handled at work or during breaks.</p> <p>Staff advised to clean personal items that they have to 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.</p> <p>Cleaning staff will be trained in the new cleaning arrangements for the school.</p> <p>Sufficient cleaning materials and PPE will be available to allow for increased cleaning.</p> <p>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.</p> <p>System in place for the disposal 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.</p> <p>System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before</p>	<p>All staff</p> <p>Cleaning staff</p>

			<p>re-use.</p> <p>System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use</p>	
Aistear	H	<p>Size of room- confined space</p> <p>Using shared materials</p> <p>Children moving from station to station/ class to class</p> <p>Cleaning of materials</p>	<p>No Aistear at the start of the year.</p> <p>Sanitise before and after use.</p> <p>Hot water to be used if possible</p>	<p>Principal/ Board</p>
Ready, Set, Go Maths Jun/Sen inf.	H	<p>Size of room- confined space</p> <p>Using shared materials</p> <p>Children moving from station to station/ class to class</p> <p>Cleaning of materials</p>	<p>Have a group in the corridor if possible - Wipe down materials at the end of the day Option to not do it at all. Pupils and teachers to hand sanitise before and after using materials Teachers to wear visors Sandwich bags containing cubes which are labelled for junior and senior infants. Spraying of equipment. Prioritise order- Junior - sorting by attributes Senior - Sorting/number relationships/ number mental maths</p> <p>Will be revisited at a later date to see if feasible.</p>	<p>Teachers/ SNAs</p>

