

Coralstown N.S. Risk Assessment and Specific Procedures for Returning to School

Bubble 1: Junior & Senior Infants

Bubble 2: 1st & 2nd Class

Bubble 3: 3rd & 4th Class

Bubble 4: 5th & 6th Class

Risk Assessment / Procedures			Date: August 2020	
	Level	Risks	Control measures	Personnel responsible
Parking	H	Pupils convening in groups. Social distancing not being maintained by parents. Late arrivals. Congestion with Parking. Unavailability of Parking for Staff.	<ol style="list-style-type: none"> 1. Parents are asked to park in designated parking areas or continue through the drive-through area when bringing children to school. 2. Please do not park in the drive-through area, this is a set down area only. 3. Children should use the pedestrian crossing when crossing the road. 4. Children should not enter the school grounds before 8.50 am. Assembly will be from 8.50 until 9.10. 	Parents SNAs Teachers
Morning Arrival	H	Pupils not lining up. Pupils interacting with other pupils. Late Arrivals. Pupils not queueing to hang up coats. Pupils not hand sanitising. Pupils not sitting in their own seats on entry.	<ol style="list-style-type: none"> 5. Pupils should not enter the school grounds before 8.50 am. Assembly will be from 8.50 until 9.10. 6. Pupils should go straight to the outside emergency exit door of their classroom. 7. For Junior & Senior Infants, 1st & 2nd Classes, 3rd & 4th Classes, these are the doors on the right hand side of the school. (3rd & 4th Classes will now be in Mrs. Glennons/Mr. Keegans Classroom) 	Pupils Parents SNAs Teachers

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			<p>8. 5th & 6th Class enter through normal exit door of their classroom at the back of the school.</p> <p>9. Class teachers will be in their rooms to admit pupils arriving from 8.50 until 9.00</p> <p>10. SNAs will be available to help bring new Infant pupils /SEN Pupils from the gate to the classroom door.</p> <p>11. Pupils will sanitise their hands when entering the classroom. On entering the classroom the pupils will take their assigned seats.</p> <p>12. When entering a classroom the pupils will hang up their coats (junior/senior/first/second in the wet area inside their classrooms).</p> <p>13. The pupils of 3rd & 4th Class, 5th & 6th Class will sanitise their hands, enter the classroom and take their seats and engage in reading.</p> <p>14. Pupils in 3rd to 6th Class can hang their coats on the coat racks outside their rooms in the corridor as directed by the class teacher, pod by pod.</p> <p>15. Teachers to teach -correct lining up protocols -entering and leaving the school -sanitising of hands on entry -how to use elbows for sanitiser/door handles -rules re hand hygiene/respiratory hygiene, staying in seat etc. -yard protocols</p>	<p>Pupils</p> <p>Parents</p> <p>SNAs</p> <p>Teachers</p>
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Dismissal	H	Social distancing not being maintained by parents	Daily Dismissal: <ol style="list-style-type: none"> 1. Pupils from Junior and Senior Infants will leave the school at 1.30pm as normal. 2. They will exit the school using their emergency exit door on the right hand side of the school. 3. Infant teacher will bring children to the school gate to enable children to meet with parents safely outside the school gate - as was the custom. 4. 1st & 2nd Class will leave the school building via their emergency exit door on the right hand side of the school. 5. When 1st/2nd Class have left, 3rd & 4th Class will leave via their emergency exit door on the right hand side of the school. 6. 5th & 6th Class will leave via their emergency exit door on the back of the school. 7. Parents are asked to wait in the car outside the school and if you need to collect a young child from the gate you are asked to socially distance outside of school gates and to avoid congregating in groups. 	Pupils
		Late pick ups		Parents
		Pupils going to after school Activities		SNAs
				Teachers
			Actions to be carried out: The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child. – At the end August	Principal

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			<ul style="list-style-type: none"> • Where possible desk/book shelves etc to be removed. • Parents must ensure pupils have 2-3 pencils/pens in their pencil cases. Pencils are to be sharpened at night and copies ruled. • Use of PPE will be used by those who wish to. Those who wish to must inform the principal in writing. • The principal will discuss with parents the possible risks/ requirements of those with underlying conditions • Staff will conduct lessons on the use of sanitisers and all relevant protocols. 	SNAs Parents Principal
All Classes	H/M Depends on class	Size of rooms SET Rooms quite small Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Libraries Lining up Corrections of homework	<ul style="list-style-type: none"> • All Staff will wear face visors • Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable. • Where possible furniture will be removed. • Desks, chairs, door handles, light switches, toilet door handles, window handles to be cleaned throughout the day: clipboard with checklist grid for this. • Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared. • Parents are to ensure that their child is familiar and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers <u>prior to returning to school.</u> Discrete lessons will also take place to constantly re-enforce & remind pupils • Parents must ensure that all books/writing equipment/lunch boxes/water bottles are sanitised using alcohol wipes on completion of homework before being placed in the child's schoolbag. • Pencils to be paired at home and copies ruled. 	DES template Principal Teachers Pupils Parents SNAs Principal Teachers Pupils Parents

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			<ul style="list-style-type: none"> • Pupils will sanitise <u>before and after every activity</u>. eg using the IWB, art materials, table top activities. • Pupils will be supplied with their own White-bard for activities, which will be labelled. • Teachers to restrict pupil movement around the room as much as possible • Pupils in all classes to have assigned coat hooks • Markings will be on the floor beyond which a child should not go so as to maintain distance between teacher and pupils in classes from third up • Use of perspex, visors and masks for all teachers or for pupils at risk especially during flu/cold season. • All pupil resources should clearly be labelled. Parents are requested to do this. • Spraying of resources will take place on August 28th – specialised chemical which kills virus/bacteria will be used • Teachers also have to sanitise hands regularly if correcting copies. • Use of velcro shoes in junior, senior infants and first classes so as not to have to tie laces in the yard. • In rooms where there are toilets pupils should sanitise their hands, use elbows to open the door and sanitise hands leaving the toilets. • Whiteboards to be used in the classroom. • Use of two homework copies if it works for people. • Lessons to cover all of the protocols to be taught in September • If a child is sick in the classroom: if SNA present they take the child to the office, otherwise contact Sue via the class phone. 	SNAs
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Uniforms:	H/M	Cross contamination	<ul style="list-style-type: none"> Pupils uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols. Parents should change their child's uniform at least twice during the week and they must be washed after use. This can include the PE uniforms It is recommended that all children have two jumpers. (There are a number of tracksuit tops/jumpers in the lost property if any parent wants to take them) Reasonably priced uniforms can be bought in Lidl/Pennys/Marks & Spencers & Dunnes or from the Uniform Shop (more expensive) The pupils of junior/senior /first class must wear Velcro shoes. 	Parents Pupils
Breaks	H	<p>Pupils not staying in their own groups. Shortage of yard space. Social distancing. Pupils not lining up correctly. Going out /coming back in. Recording of incidents -use of Incident Books. Lunch. Opening lunches/packets/ holding of foods Water bottles. Epi Pens. Accidents. Fallers Children wetting themselves Football/basketballs</p>	<ul style="list-style-type: none"> Breaks will be staggered <ul style="list-style-type: none"> 10.50 to 11.00 And 11.00 to 11.10 in mornings 12.15 to 12.45 / 12.45 to 1.15 for lunch. <p>10.50 – 11.00 Break – Junior & Senior Infants, 3rd & 4th 11.00 – 11.10 Break – 1st & 2nd Class, 5th & 6th Class 12.15 – 12.45 Lunch - Junior & Senior Infants, 3rd & 4th 12.45 – 1.15 Lunch - 1st & 2nd Class, 5th & 6th Class</p> <ul style="list-style-type: none"> Junior Classes on Back Yard Senior Classes on Front Yard Wet Days Teachers remain in classrooms, relieved by SET / SNAs to collect tea/coffee/lunch in Staff Room. Pupils may read/play games. Class teachers to ensure collections happen on time after break ends. 	<p>Principal Parents</p> <p>Supervision Rota</p> <p>Bubbles</p> <p>Staff to teach lessons on the</p>

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		Bringing in of children from the yard if sick/hurt.	<ul style="list-style-type: none"> Teachers have to wear gloves doing yard duty/ carry their own pen. Class Bubble going out on break exit via the Corridor exits Class Bubble returning from Break enter via the class emergency doors so no 2 Bubbles meet. All children eat lunch in rooms 15 minutes before class ends. Teaching and learning continues. No food is to be brought out on yard. Parents are asked to provide lunches which do not require assistance from Staff to handle e.g. opening packets, inserting straws in cartons, cutting yogurt frubes etc Handling items could lead to cross contamination Parents have to fill water bottles at home. Pupils to sanitise hands if using water filter in the classrooms. Lessons to be completed on: <ul style="list-style-type: none"> Lining up - maintaining social distancing Hand hygiene Food hygiene Use of epi pen to be demonstrated at Sept Staff meeting First Aid kit for cuts/scrapes to be located inside the Back Door leading to Back Yard. Yard Teacher 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. No basketballs or footballs to be used until further directives from NEPHET/DES 	<p>various protocols</p> <p>Principal</p> <p>SNAs</p> <p>Parents</p> <p>Yard Teachers</p> <p>Staff</p> <p>Pupils</p> <p>Yard teacher</p> <p>SNAs</p>
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			<ul style="list-style-type: none"> • 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, the child will be brought to Reception area outside the office / Staff Room. If necessary parents will be contacted • 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 	Teachers to teach this protocol
Children who may have symptoms:	H	Spread of Covid 19 virus	<ul style="list-style-type: none"> • Any child who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms or is displaying any of the symptoms of coronavirus is to stay at home. The child's parent should contact their GP and seek their guidance on referral for coronavirus testing. • Temperature testing will take place as is currently the practice for children who may be unwell. Parents will be contacted immediately and must remove the child if the temperature is over 37.5 C. 	

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<p>Protocols if a child becomes unwell or presents as a suspected case of COVID-19 while at school -</p>	<p>H</p>	<p>Spread of Covid 19 virus</p>	<ul style="list-style-type: none"> • The child will be brought to the Isolation Room by a staff member keeping at least 2 meters apart from the staff member. • The parent will be immediately contacted and asked to come to the school to take the child either to the doctor or home. The handover will take place at the front door. • A mask will be given to the child to wear until he/she is picked up. The Principal / SNA will remain with the child until he/she is picked up. • Dedicated waste bins will be in use. • The staff member caring for the child in isolation should wear personal protective equipment i.e. face mask, disposable apron and gloves. • The child should be encouraged not to touch surfaces, people or any objects. • Public transport of any kind should not be used by the parent to take the child home. • Appropriate cleaning and disinfection of the isolation area and the child's work station will be carried out immediately. • The principal and the DLW will carry out an assessment of the incident which will form any part of follow up actions. • The principal will inform the HSE in line with correct protocols. 	
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If there is a suspected or confirmed case of COVID-19 in school.	H	Spread of Covid 19 virus	<ul style="list-style-type: none"> The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken. An assessment will be undertaken by HSE public health staff. Advice on the management of children and staff who came into contact with the person will be based on this assessment. 	
Symptomatic people should self-isolate and arrange to get tested for COVID-19. Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to school until they are advised that it is safe to do so. Close contacts of a confirmed case (their partner/family member should be notified and go home if at work and restrict their movements for 14 days. They should not attend work during that time.				
Toilets	H	<p>Students: Social distancing in the toilets. Pupils not washing hands Different Pods using the toilets at the same time Pupils coming in during break times to use toilets</p> <p>Teacher toilets, clearly marked. Any group using the hall. Toilet cleaning.</p>	<ul style="list-style-type: none"> Parents encouraged to get children to go to toilet and to wash hands before coming to school. Pod toilet times will be directed by teachers 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. Pupils will be facilitated/encouraged to go to the toilet before going out to break/lunch <p>Pupils will not be allowed back in from yard to use the toilets</p> <ul style="list-style-type: none"> Staff toilets off Staff Room (Room 4) and also in main corridor Any groups using the hall to use the toilets beside the hall, beside the Disabled Toilet. 	Parents Principal Teachers Pupils SNAs Cleaning Staff

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			<ul style="list-style-type: none"> Pupils will not be allowed into the school during big lunch to use the toilets Lessons on toilet hygiene/lining up to use toilets Toilets will be cleaned each day. Additional time will be spent by the hygiene staff in cleaning the school. 	
Staff- Room Breaks	M	Size of staffroom. Social distancing not being maintained. Sharing cutlery. Queueing for microwave/dishwasher/water	<ul style="list-style-type: none"> Those in the high risk category ideally should remain in their own rooms. There will be staggered Breaks The staffroom will now be located in Room 4 and will be reconfigured to maximise usage while maintaining required social distancing. Staff to use their own utensils - Bring into school and bring home. Maximum numbers in the staffroom - 10 people People bring in their own flasks Staff to ensure that their own area has been cleaned up after use. Staff to maintain social distancing while using the microwave/hot water. Staff to sanitise before and after using any items Extra Fridge to be purchased – separate shelf for each Staff Member Second Microwave to be purchased to avoid waiting times and queuing 	Principal Staff
PE + PE equipment	H/M	Sharing of equipment. Social distancing. Equipment. Coaches coming in and mixing between classes.	<ul style="list-style-type: none"> All P.E. classes to take place outside especially this term – to be reviewed at Mid-Term All pupils to sanitise hands before and after PE sessions 	Pupils Staff

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		<p>Hall being used between breaks.</p> <p>Hall rental.</p> <p>Crossing over of classes going to the hall.</p>	<ul style="list-style-type: none"> • Spraying of equipment will take place over the first weekend in September. • GAA coaching – following Plan submitted by Westmeath Schools Coaching • Outdoor & Adventure resources: All resources uploaded to the drive and teachers will print off. Nothing is to be reused. • Activities in term 1 are primarily outdoors- Gaelic/ Orienteering. • Games & Dance in the hall in Nov/Dec. is primarily non-contact and does not require equip. • Possibly may have to delay gymnastics until later in the year and do athletics instead outside when possible • Going to/from the hall we will use a one way system. • When using the hall 5th/6th to enter from their class entrance and exit the same way • Jun/sen/1st /2nd/3rd/4th enter via the corridor/front entrance, exit via the back yard exit and return to their rooms via the emergency class exit doors • Arrow/floor markings to be laid down over the summer months 	Westmeath GAA schools Coaching
DL equipment (Ipads etc)	H/M	<p>Sharing of devices between classes could lead to transference of virus.</p> <p>Collection and return of iPad trolley/ Laptops.</p> <p>Coding - bringing in of outside personnel/more adults in room</p>	<ul style="list-style-type: none"> • All pupils to sanitise hands before and after use of devices • All pupils to wipe down ipads/Laptops after a sessions. • A teacher collects trolley at the start of the day/each session • Teachers to work collaboratively on timetabling to minimise journey of trolley between classes during the day. • Delivery of coding sessions will take place if coding teachers happy to proceed. 	Pupils Staff DL Post-Holder

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			<ul style="list-style-type: none"> All Teachers must sanitise hands regularly. Group pupils - mixed ability so as to reduce the need for staff to explain/assist. 	
Shared Maths/ Science resources cupboards		<p>Transference of virus through shared use</p> <p>Lack of human resources/time to clean</p>	<ul style="list-style-type: none"> 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 Lessons on hygienic use of materials Oxford Reading Tree Books to be put into a box by date. Boxes to be labelled and removed from the room for 72 hours. 	<p>Pupils</p> <p>Staff</p>
<p>Class-room Libraries</p> <p>Books/Copies</p>	<p>H</p> <p>H</p>	Transference of virus through shared use	<ul style="list-style-type: none"> When books are returned they must be left in separate box for 2 days (feasible in older classes but probably not junior classes) Importance of teaching pupils not to root through the books as they are selecting one. 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 Use two homework copies if teachers want. 	<p>Pupils</p> <p>Teachers</p> <p>Pupils</p> <p>Teachers</p>
Office		<p>Size of room- confined space</p> <p>Social distancing.</p> <p>Transference of virus through shared use of resources.</p> <p>Cross contamination using photocopier.</p>	<ul style="list-style-type: none"> Maximum numbers in the office - 3 people due to size Photocopier only to be used by Sue – photocopying left for Sue Air Purifier to be purchased to aid ventilation 	<p>Sue</p> <p>Staff</p> <p>Principal,</p> <p>BOM</p>

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		Cleaning of materials. Poor ventilation.		
After school Clubs		Pupils moving unsupervised thru the school Difficulty of social distancing if physical activity involved Sharing of resources Mixing of pupils from different classes Late pick ups	<ul style="list-style-type: none"> • Organiser to be responsible • Very specific programme that reduces contact • Sanitise after use. • Lessons on materials hygiene • Organiser to submit Covid plans • Activity targeted at a specific class level/ bubble for a specified number of weeks 	<p>Organisers</p> <p>Pupils</p> <p>Covid plans</p>
SNAs		Crossover from classes. Coughing/sneezing etc/Toileting Assisting pupils with clothing /school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils Lunch breaks	<ul style="list-style-type: none"> • PPE to be used as much as possible. SNA team if they want to — use aprons / gloves • Visors / Masks to be worn • Back up supplies will be located in the Isolation Room. • Sanitising hands leaving/entering all rooms • Checking in with parents of pupils in the morning • Take temperatures • All SNAs to have a mini sanitiser with them on yard • Train pupils how to open packages and peel bananas etc. • Refilling water bottles - SNAs to sanitise before touching water filter. Children in junior classes not allowed to fill bottles. Bottles must be labelled 	<p>Sue to order sufficient supplies & additional equipment.</p> <p>SNAs</p> <p>Parents.</p>
Aistear	H	Size of room- confined space Using shared materials Children moving from station to station/ class to class Cleaning of materials	<ul style="list-style-type: none"> • No Aistear at the start of the year?. • Resources that can be easily cleaned will be used and toys and materials that are difficult to clean e.g. dress up clothes or soft toys during this temporary Covid-19 emergency will not to be used. • Sanitise before and after use. 	<p>Principal</p> <p>Staff</p> <p>Board</p>

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			<ul style="list-style-type: none">• Hot water to be used if possible	
<p>Children in High Risk Groups: Parents should seek advice from their GP/Specialist if they think their child is in a high-risk group. They must make an informed decision if it is safe for their child to return to school on August 31st. They should inform the principal of the advice given. The principal has already contacted parents of pupils known to her during August to discuss any possible concerns they might have. If there are any parents out there who have concerns about their child's health, please contact the principal on 044 9374889</p> <p>The Minister of Health recently announced that the flu vaccine will be available free to all children aged between 2 and 12 in the coming weeks. The vaccine will be given as drops on the tongue. We are awaiting further information on this and will let you know as soon as we get an update. It is more than likely that the vaccine will be given in the schools so as to avoid thousands of families descending on GPs.</p>				
<p>Use of Face masks:</p> <ul style="list-style-type: none">• It is currently <u>not</u> recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus. It is currently the opinion of public health that their use, especially among young children, has the potential to cause more harm than good. <p>If a parent wishes their child to wear a mask, this will be permitted. The use of a visor instead will be recommended.</p>				

Signed: _____

Date: _____

Fr. Tom Gilroy, Chairperson, Board of Management