**Covid 19 Risk Assessment for Our Lady of Victories G.N.S.**

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| Hazards | Is the hazard present? Y/N | What is the risk? | Risk ratingH=HighM=Medium L=Low | Controls(When all controls are in place risk will be reduced | Is this control in place? | Action/to do list/outstanding controls\*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| COVID-19 | N | Illness | H | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice  | Yes to all except highlighted areas | See details below | Principal, Deputy Principal, ISM team, teachers, SNAs, secretary, care taker, cleaners, visitors, parents/guardians and pupils.  |  |

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| * **Follow public health guidance from HSE re hygiene and respiratory etiquette**
* Email detailing changes sent to parents and all staff members in preparation to return to school. (see appendix 1)
* Hand sanitisers available at all entry points and in all classrooms/support rooms.
* All teaching staff provided a visor pack with multiple shields, illuminous hi-vis, illuminous whistle (yard duty), a basin with three different hand sanitisers, a bottle of bleach, a 1litre bottle, medical dispenser, bucket of screen wipes and gloves. All staff instructed to store all products high up in a safe place, out of way of little hands, away from the sun.
* Instructions given on how to make 1litre cleaning spray solution using 20ml bleach with 1litre water to disinfect the area safely without causing skin irritations, asthmatic reactions and won’t stain or mark clothing.
* Additional products readily available to all staff in the PPE room (old staffroom)
* Each child provided with a plastic pocket with a personal hand sanitiser and microfiber cloth. These cloths are collected by the teacher each afternoon after their use and brought to the old staffroom to the washing machine. These cloths are put on a very high wash and redistributed the following morning.
* Sandra (cleaner) employed for 4hours a day. 12-1pm in school cleaning/wiping down multi shared/multi-touched surfaces, communal toilets etc. Staffroom will be given a brief clean before lunch breaks. All adults are responsible to clean their table/chair after use. 3pm-6pm – more detailed cleaning done.
* **Complete School COVID-19 Policy Statement**
* **Return to Work Forms received and reviewed**
* **Induction Training provided**
* **Contact log updated and in place**
* **School Management**
* Additional member to the ISM team since August 2020
* New staffroom with sufficient space to adhere to 2m social distancing
* All staff must vacate the school premises at 3pm sharp so Sandra can commence cleaning except for C.P. hours.
* All communication from now on via GSUITES – hangouts/emails. School phone to be used by staff to contact parents.
* Health and Safety: Purple Folder and Child Protection policies and procedures revisited.
* Hot water facilities now in staff and student toilets
* Main pedestrian entrance upgraded and widened
* School has been thoroughly cleaned and in line with HSE requirements the communal toilets and multi-touch surfaces will be cleaned regularly during the day and again after school.
* Starting and finishing times staggered for different year groups
* Parents/guardians no longer accompany daughter to school yard
* Markings on the ground from the main pedestrian gate. A teacher will stand at this gate and show children where to go. Another teacher will be at the entrance to the Girls’ school yard
* New system of lining up to ensure social distancing from adults
* One entrance and exit point to facilitate the new one-way system in school building EXCEPT at home time or when having a fire drill
* Only staff and essential visitors can enter the school at the main entrance.
* Drop-box available outside of entrance for “items forgotten” or “important documentation/letter”.
* Communication to secretary via intercom, phone, email
* Email addresses made available for parents to contact teaching staff re any concerns and schedule appointments via zoom, phone or other. Calls to parents MUST only be made from school mobile where all names/contact numbers of our children are saved. Disinfect after use.
* Children placed in “bubbles”. No “bubbles” can mix. 2nd class- no social distancing required within classrooms, 3rd-6th class 1m distancing in place between pods.
* Break times and supervision divided into three groups – therefore three different small/lunch breaks. Yards will be supervised by class teachers, SET and SNAs at all times. (See appendix 2)
* The school yard is divided into four sections for yard play. SNA to stay in a designated area with their child. O.H. monitoring 5th and 6th areas.
* Protocol for parents re collection of their child during the day changed (see appendix 1 – pg.3)
* Dismissal form re end of school day sent via email to parents.
* Instructions re end of school day and collection outlined in the email (see appendix 1 – pg. 5) 2nd and 3rd classes will use the lollipop system. 2nd and 3rd will be at the gate at 2.20pm and 4th, 5th and 6th classes at 2.25pm.
* All staff in agreement that Weaving Wellbeing Programme be taught in September.
* IPADS will be distributed every day to the scheduled class by M.R. Each teacher responsible to have them cleaned after use and left outside of classroom door to be collected by the next class. That class teacher must deliver the IPADS to the Resource room at 2pm for lock up.
* SET will be provided by a blended approach of in-class support and withdrawal. SET will be designated to a specific year bubble. All SET staff must take rolla daily of the children in their care.  (see appendix 1-pg6)
* Regarding PPE – following the advice from the Department of Education face coverings will be used by all staff members. In the case of first aid/particular care being administered additional gloves, aprons and face coverings will be worn.
* Any equipment being shared amongst pods/bubbles must be cleaned and wiped down before reusing with another group.
* Communal toilets are labelled for each year group, eg., 2nd class etc. Only two children can attend at a time. Bubbles/pods can’t be mixed.
* First Aid Box will be moved to Jackie’s new room if the isolation room is in use. A new First Aid station is in the yard in case of an injury during break times outside.
* Each classroom has a closed bin for medical waste e.g used masks or tissues.
* Mobile phones not allowed by children from 2nd -4th. Regarding 5th and 6th class children all mobiles must be placed in their individual ziplock bag and given to teacher for safe keeping.
* Intercom system being updated so that it can be heard outside in the yard. All teachers to have own individual microphone head to place over intercom.
* Perspex screen ordered for the office and teachers’ bathroom downstairs.
* Dismissal forms issued and adhered to at home time. 2nd and 3rd class children are using the lollipop system.
* Jackie will be here four days a week. She will continue to monitor attendance and punctuality but will also do project work with some children in the new Ballymun Anseo SCP/PPE room.
* **PT Meetings were scheduled during the week of 23rd-27th November via Google Meets.** Invites were sent to parents from SET team to class teachers and parents/guardians,

* **How to deal with a suspected case**
* Information is detailed in the email sent to parents/staff (see appendix 1 – pg. 5) Further detailed discussion was held at first staff meeting 27th August 2020. Procures were outlined and symptoms of Covid 19 – Corona’s virus discussed.
* Designated isolation room in place. Class teacher will accompany the child to the room. Once there a 2m social distance will be in place.
* Social distance of 2metres essential at all times
* Children who should not attend school are outlined under seven categories (see appendix 1-pg.5/6) HSE Document V1.2 16/09/2020 emailed to all parents
* Public health advice will be sought and followed
* Parents of all children in that class will be notified only upon advice from the Public Health Officials
* Staff have been forwarded instructions on “Isolation quick guide.”

* **Teacher Absence and Substitution:**
* Our school is one of the 23 schools in a cluster with the “Finglas and Friends” teacher supply panel. If possible a substitute teacher will be organised and booked via this panel which has 4 teachers available. In the event that there is no substitute teacher available, where multiple class teacher absences occur, the new practice may mean that the class cannot attend school on that day. Notice will be given to parents as early as possible.

* **Other school specific checklist**
* All Staff Meetings will be held on a Tuesday. For the month of September each Tuesday shall be allocated CP hours. Child Protection will be addressed. Protocol re a disclosure were reiterated and outlined.
* New CP hours have been decided for the year, staff have been informed, these are subject to change based on school needs.
* Staff/SNA yard rotas, hall and yard time rota for Tuesdays/Fridays updated (See appendix 3)
* A child’s personal school equipment outlined and guidance re it’s use given. No sharing allowed. (see appendix 1-pg.6)
* Glanmor providing lunches. Changes can be made to menu online with individual code. No additional food/wrapping allowed into school.
* All clothing (including coats/hats etc) labelled
* Cleaning of shared classroom equipment will occur when necessary to minimise the risk of infection. Tables and chairs in SET rooms will be wiped clean in between the different groups attending learning support. Five minutes is allocated for this.
* P.E. to take place outdoors whenever possible. P.E. equipment confined to each class groupings. Protocol re use of hall and leaving 15 minutes between each bubble explained in appendix 1-pg 7. Timetables will be organised by SF and L.G. and distributed accordingly. Dance has been arranged for the month of September for both Tuesday and Friday. Jen will collate five activities that can be rotated after a number of weeks. Details to follow. .
* Visiting coaches adhering to their own organisations guidelines and are following OLV Girls’ School procedures, when on site. Contact tracing being maintained.
* Homework will not be given for September. The staff will review the situation in a few weeks. Seesaw accounts have been set up for each teacher including the SET team. A practice run of seesaw was completed by all teachers the week commencing 21st to trial it and get all the children familiar to it.
* **October 2020**: Staff decided that all children shall have reading and phonics homework every night commencing Monday 5th October 2020 until midterm break. A letter was sent home explaining same to parents/guardians. Parents/Guardians have been requested to send a message to their child’s teacher on Thursday afternoon confirming that homework has been done each night of the week. This can be done via photo/video/message.
* 20th October 2020 - A decision has been made that on return to school after midterm break the children will get Maths homework. Week 1 will be focused on revision of Addition, week 2 revision of Subtraction. This revision will be a teacher designed worksheet.
* At the staff meeting on the 10th November a decision re Maths homework and the use of Busy At Maths Shadow Books will be decided.
* Options for homework are to be considered and discussed further. Seesaw, work sent home for Monday until Thursday inclusive and returned to school on Friday to be corrected on Monday or a combination of both are the options. All staff have been allocated a Seesaw account. They have done an activity with the children using the ipads on their designated days to familiarise them with it. Decision pending.
* SET have met with class teachers to discuss support needed in Literacy, Numeracy and Nurturing Groups for this academic year.
* **November 2020**: All staff on premises provided with own spray bottle of bleach and water mixture to spray immediately after touching a surface. Staff requested to carry same with them at all times, especially in the staffroom.
* Re homework it has been decided that all the children will continue getting reading, spelling/phonics and maths every night. Busy at Maths Shadow book will be purchased and each teacher will be provided with a copy of the year below for each pupil (for example; 6th class will have 5th class books.) The children attending learning Support for Numeracy will not receive this book as it’s too difficult for them. SET teachers will provide numeracy work for these children via Florence Gavin, online resources, teacher made worksheets until a resource suitable is found and agreed upon. It was agreed that the children will be asked to bring their books/worksheets in on Wednesdays and Fridays into school. Their work will be peer corrected with the class teacher/SET team observing each child’s work in the progress. The teacher will not touch the books/worksheets.
* Small break and big break will remain the same for the children BUT from now on the staff will have their 10 minute small break in their classrooms. Regarding lunch all staff can access the staffroom in their designated pods for 14 minutes and must leave then to finish their lunch in their classrooms. Breaks are timed to avoid errors. Yard duty will remain the same.
* Regarding organising someone to cover yard duty - staff must only swap with someone in their breaktime pods.
* **January 2021:** Remote teaching/learning in place since 11th January 2021 as the Government placed the country in level 5 lockdown. As a result some changes have come into place immediately after our staff meeting on 11/1/2021:
* Staff can do remote teaching from school premises or from home. If working in school must adhere to the regulations re social distancing, arrival/departure times,no long  meeting of staff members unless by hangouts/google meets/zoom, wipe down all surfaces touched
* Parents given times to collect their children’s school books/copies etc.under supervision and direction
* ISM Meetings scheduled weekly for 1pm-2pm on a Tuesday
* Staff Meetings scheduled weekly for 1pm-2pm on a Friday
* ISM staff set up Whats App group to offer support to all staff
* Staff can communicate daily via Gmail, Gmail hangouts, Google Meets, Zoom, What’s App groups
* Two members of staff doing remote teaching from home in countryside so if wi-fi connection weak they will be facilitated as follows: AH - SF support, CS - DC support for staff meetings by putting teachers on loud speaker so that they can hear the meeting and engage
* SF the DP will be the co-host of all ISM and Staff Meetings from now on
* The Leading Continuity of Learning was briefed and discussed at ISM 12/1/21
* A Leadership Administration file will be collated for the DP when acting up in the event the Principal is unavailable. This will be in a secure location.
* January 2021: DES provided guidelines for Teachers, SNAs re reopening of schools with initial focus on special schools/special classes. ISM discussed this matter in January when it was first suggested by the Minister for Education Norma Foley. In our school we have three children who have Specific Educational Needs and one other child who was finding remote learning extremely challenging. (See staff meeting notes - 15th January, 22nd January)
* February 2021: DES sent guidelines for teachers and SNAs re reopening schools for pupils with complex needs. Discussion about these guidelines and the children eligible for the additional support was discussed at ISM meeting and at the staff meeting. (See staff meeting notes - 5th February)
* **Wellbeing Risk Analysis: Please refer to the OLV Wellbeing Response Plan**
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This Risk Assessment is a living document that is subject to change depending on our schools needs. It should be read in conjunction with all other Covid 19 Response documents, and will be reviewed on a weekly basis by management.