

**KNS Risk Assessment Draft 1, Aug 26 2020 (working Document)**

**Risk Priority Scale**

<b>IMPACT</b>	5.Catastrophic	4.Major	3.Moderate	2.Minor	1.Negligible
5.Almost certain	Extreme 1	Extreme1	Major 2	Major 2	Medium 3
4.Likely	Extreme1	Extreme1	Major 2	Medium 3	Minor 4
3.possible	Extreme1	Major 2	Major 2	Medium 3	Minor 4
2.unlikely	Major 2	Major 2	Medium 3	Minor 4	Minor 4
1.Rare	Medium 3	Medium 3	Minor 4	Minor 4	Minor 4

<b>Risk Assessment</b>				
				Date: Aug 26, 2020
<b>Action</b>	<b>Level</b>	<b>Risks</b>	<b>Control measures</b>	<b>Personnel responsible</b>
<b>RISK LEVEL</b>				
1.Return to Work /school	High  Major 2	Spread of Covid 19  Introduction of virus to school.	Return to Work Form completed and principal informed of any necessary medical challenges. Teachers have completed Primary School Induction Webinar and other pertinent webinars. Teacher/ parents/ children(as appropriate) have clear understanding of: <ul style="list-style-type: none"> <li>• how Covid 19 is spread:</li> <li>• the symptoms - cough, fever, shortness of breath, loss of smell or taste.</li> <li>• how to avoid spreading the virus - handwashing, respiratory hygiene and social distancing</li> </ul>	All staff Principal to retain copies.  Collective responsibility by whole school community

			<ul style="list-style-type: none"><li>• know the procedures the school must undertake in the event of a suspect case.</li><li>• Visors and masks should be worn by staff when 2m distance can't be maintained</li><li>• Additional PPE not necessary (exception for Intimate Care, First Aid)</li><li>• Face coverings not recommended to be worn by primary school children</li><li>• what we, as a collective group has to do to keep our school in operation</li></ul>	
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<p><b>2.Morning Drop off</b></p> <p>Requires monitoring and remediation</p>	<p><b>High Risk</b></p> <p><b>MajorH</b></p> <p><b>major 2</b></p>	<p>Ill health School closure</p> <p>Pupils not lining up with social distancing measures</p> <p>Pupils interacting with other pupils outside their classroom groups</p> <p>Parents coming into school grounds when not permitted</p> <p>Children arriving at incorrect times.</p> <p>Children not following procedures</p> <p>Pupils not hand sanitising Pupils not sitting in their own seats on entry</p> <p>Social distancing not being maintained by parents</p> <p>Parents not abiding by line up regulations</p> <p>Late pick ups</p>	<p><b>Protocols for Morning access to school:</b></p> <p><b>See Appendix (x) below giving detailed staggered arrival times and collection times.</b></p> <ul style="list-style-type: none"> <li>• These are in place for the first two weeks with possible rolled back times once children are familiar with procedures.</li> <li>• Children in 3-6th Class will socially distance using the 1m markings inside the gate of school.</li> <li>• All teachers in class from 8.30 -2.30. Car park closed from 8.20am</li> <li>• Teachers will collect children from the car park at staggered times from 8.30 on.</li> <li>• SET staff assigned entrances to assist early-arriving siblings to relevant classrooms.</li> <li>• All classes have entry and exit points using red and green zones and back yard. These are clearly marked and parents informed ahead of time.</li> <li>• Children will line up on their assigned lines at the designated times and not before.</li> <li>• Children are encouraged to walk/cycle or do Park and Stride to ensure there is little traffic congestion (turning circle will now be outside the main gate).</li> <li>• Cars with disability stickers for children may enter the grounds – these parents are advised to open the school gate on arrival and close it after them.</li> <li>• White Oaks pedestrian gate will remain closed due to building work and children will proceed from White Oaks to the main gate.</li> <li>• Apart from Jun / Sen / First Class, parents will leave children at the gate. JI start a day later.</li> <li>• SNAs will be on hand to collect / drop off children who need care. Principal and Acting Deputy Principal will deal with issues that arise.</li> <li>• All possible entry points around the building to be used.</li> <li>• The principal has informed all parents of these protocols and of the importance of ensuring that they come on time to collect their child.</li> </ul>	<p>Principal / all staff</p> <p>PA volunteers</p> <p>A</p> <p>Pupils in cooperation with their teachers and school management</p>
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<p><b>3.Dismissal</b></p> <p>Requires monitoring and remediation</p>	<p>H Major 2</p>	<p>Non- distancing among parents</p> <p>Late collection.</p> <p>Children congregating.</p> <p>Children left alone</p>	<ul style="list-style-type: none"> <li>● Each teacher is to bring their class to the gate and remain on site until 2:30(3-6th).</li> <li>● Stewards to direct and remind parents to socially distance using 2m markers as a guide.</li> <li>● Parents will be asked to ensure children are appropriately dressed for outdoor breaks.</li> <li>● Senior children may remain at the gate to collect younger siblings.</li> <li>● Children will be directed to disperse to ensure there is no congregating.</li> <li>● First class parents come to the senior yard gate for collection.</li> <li>● Second class parents come to Altan door for collection (red zone).</li> </ul>	<p>Teachers +SNAs Parent volunteers wearing High-viz</p> <p>Designated staff</p> <p>Pupils in cooperation with teachers</p>
<p><b>4.Classroom Logistics</b></p> <p><b>procedures to be modelled / taught</b></p> <p><b>Classroom Protocols</b></p> <p><b>layout / movement</b></p> <p><b>Class Bubbles Logistics around equipment, h/work/ correcting</b></p> <p><b>Require monitoring and remediation</b></p>	<p>Major 2</p> <p>Major 2</p>	<p>Safely managing:</p> <ul style="list-style-type: none"> <li>● the space safely.</li> <li>● work correction</li> <li>● classroom logistics .</li> <li>● movement of children.</li> <li>● those who are in isolation in the home.</li> </ul> <p>Risk of contamination / passing on virus</p>	<ul style="list-style-type: none"> <li>● On entry to the classroom, all pupils will sanitise hands, take assigned seats, store coats in bags and place bags under desks. If wet, coats will be put on the back of the chair. Coat hooks will not be used for hygiene reasons</li> <li>● Teachers to model: <ul style="list-style-type: none"> <li>○ correct lining up protocols for entering / leaving the building and for entry, exit of building at the start and end of day</li> <li>○ sanitising of hands on entry</li> <li>○ how to use elbows for sanitiser/door handles</li> <li>○ correct respiratory hygiene techniques</li> <li>○ rules re hand hygiene/respiratory hygiene, staying in seat</li> <li>○ yard protocols - leaving / entering the building, assigned area of yard etc.</li> </ul> </li> <li>● Teachers will record in advance, a short video clip/take photos showing the children which gate/ door they will be coming in and where the teacher will meet them.</li> <li>● Signage will be erected around school showing students and parents where to go- collection points etc.</li> <li>● All classrooms laid out as per guidelines by DES. Junior classes are grouped and Senior Classes in pairs. Each class will remain as a bubble.</li> <li>● Pupils use their own stationery and materials. No sharing of classroom equipment.</li> </ul>	

			<ul style="list-style-type: none"> <li>• All library shelves and extra items have been removed and items placed in sliderobes to ensure max space.</li> <li>• Parents will be requested to ensure resources are clearly labelled.</li> <li>• Mesh bags provided for pencils, erasers, colouring pencils. These remain at school. Extras may be used at home.</li> <li>• Teachers advise and ensure children stay in their own space.</li> <li>• Moveable perspex screens, visors and masks are available in classrooms.</li> <li>• 2 copies / hardback books will be used by teachers to avoid handling materials. Hands will be sanitised regularly if correcting or handling copies. Homework copy A will remain untouched over the weekend for 72 hours and then corrected the following week. The second copy will be used in the meantime.</li> <li>• Homework management may differ according to pupil stage. Most classes will not have homework for the first week/fortnight</li> <li>• Interactive Whiteboards will not be touched by the children</li> <li>• Roving mic will be used by the teacher only. If SET uses it, it must be sanitised.</li> <li>• Lessons to cover all of the safety protocols will be taught in September</li> <li>• Rental books will be returned in a pile, placed on a bench over the first weekend and re-distributed during the following week.</li> <li>• In infant classes, books will be stored in piles in the classroom. Teacher wears gloves to hand out, then removes gloves and sanitises hands.</li> <li>• Plastic boxes will be purchased for 1st - 6th Class children to store books and stationery.</li> <li>• Plastic toys for Infant classes will be cleaned in the sink using Milton or in the Dishwasher</li> <li>• For Covid -related absences, an appropriate educational plan will be put in place in line with DES guidelines.</li> </ul>	
<b>5.SEN / SET/ SNA</b>	H Major 2	SET may have exposure to a greater number of groups.	<b>SEN</b> <ul style="list-style-type: none"> <li>• Where possible, in-class support will be used. SET/SNA members will interact with as few groups as possible. SET will take groups to own areas when required. SET/SNA will use</li> </ul>	

		<p>management of materials/resources</p> <p>Managing children in classes and in small spaces.</p> <p>Use of lift</p>	<p>cleaning materials provided to wipe down desks and door handles.</p> <ul style="list-style-type: none"> <li>Teachers will remain 2m from children in support settings. Visors and/or masks will be worn where 2m distance is not practicable.</li> <li>SEN staff to organise extra stationery supplies for children if working outside of their classroom. These will have the child's name clearly labelled and will only be used by that child.</li> <li>Children will be ready at the classroom door to ensure SET doesn't have to enter the classroom.</li> <li>SET organiser/ principal/teacher have listed those in risk categories/ needing reassurance. Appointments organised for these children to meet teachers in advance of school start date.</li> <li>SET will conduct lessons on the use of sanitisers and all relevant protocols including ventilation.</li> <li>Children from 2 different bubbles may be in the same support setting, but socially distanced from each other.</li> <li>Assessment of work may be carried out through Seesaw and self correction will be used to ensure children are understanding material.</li> <li>Children who need to use the lift will be in school at 8.20 and be accompanied in the lift with an adult (with mask).</li> </ul>	
<b>6. Breakfast Club/ After School</b>	Medium 3	Use of the classroom/hall by different groups - cleaning essential.	<ul style="list-style-type: none"> <li>Will be starting Mon 31st Aug at 7:30-8:25 in hall. Children attending will line up at 8:20/8:25 and be ready to go to classrooms. Gemma (AfterSchool Leader) will use the hall from 1:20 onwards.</li> <li>Afterschool will use Rooms 1,2,3,4 for one week per month. The hall will be used for older children. Principal to hold a debrief meeting with Afterschool Leader and relevant teachers to ensure protocols are being adhered to.</li> <li>Afterschool team have their own protocols for cleaning areas at the end of each day. Details provided to the Principal.</li> </ul>	

<p><b>7. Breaks</b></p>	<p>H Major 2</p>	<p>Management of hubs</p> <p>Pupils not staying in their own groups.</p> <p>Going out /coming back into building</p> <p>Recording of incidents</p> <p>Children without lunches</p>	<ul style="list-style-type: none"> <li>• Teachers are assigned to groups called Hubs (6)and have specific rooms allocated to them for break times.</li> <li>• Each Hub will create their own mini rota for cleaning. Use gloves to clean tables and chairs, remove gloves and then sanitise hands. Cleaners will empty the contents of bins, daily.</li> <li>• All staff are requested to use their own utensils,cups, etc.</li> <li>• Fridges and kettles ordered for each Lunch Room.</li> <li>• When on duty, teachers eat lunch in their own room for 10 minutes and then go out to yard duty – flask or water only in the classroom.</li> <li>• Children without lunch will be given water and a snack.Parents will be reminded to ensure children come to school with all necessary items.</li> <li>• A box will be left outside the main door for emergency medical supplies.</li> <li>• No classes can mix. Each class is a bubble, even in the yard.</li> <li>• Classrooms will be issued with their own box of cleanable PE equipment.</li> <li>• Head injuries and serious falls etc. will be recorded on the drive by teachers in the hub and shared with the principal.</li> <li>• Classes 3-6th will socially distance in yard for return to class after break time and movement break time</li> <li>• Classes will do 3 x Mind Up Brain Breaks each day and take an outdoor break everyday to get fresh air and to ventilate classrooms.</li> </ul>	<p>Aisling to explain procedures and update.</p> <p>Members of each hub to organise</p> <p>Staff to teach lessons on the various protocols</p> <p>Teachers to upload on drive, shared with principal</p>
<p><b>8.Digital Technologies / preparing for localised lockdown.</b></p>	<p>Medium 3</p>	<p>Ensuring children’s education is not interrupted by another lockdown.</p> <p>Contamination of trolley and I pads.</p> <p>Access to technology</p>	<ul style="list-style-type: none"> <li>• Seesaw and Aladdin Connect will be used as the communication tool between home and school.</li> <li>• Teachers will follow up with parents who have not connected using email or by phone, to ensure 100% engagement.</li> <li>• 70% alcohol wipes will be used for cleaning and sanitising I pads before they move to another group. Longer but more infrequent time slots will be organised . The trolley will be left clean outside the door of the next user.Pupil training on the effective use of Seesaw,will be a priority.</li> <li>• Short videos, recordings and opportunities for live connections will help children at home to connect regularly with their classes.</li> <li>• Roving mic will be only used by the teacher . SET to sanitise, if they use it.</li> <li>• Sound field system to be wiped down daily.</li> </ul>	<p>Principal / BoM</p> <p>Teachers in conjunction with SET / SNAs</p>

		Photocopier congestion	<ul style="list-style-type: none"> <li>Children with assistive technology will take the equipment home, should there be another Lockdown.</li> <li>Digital Technologies Team will assess the effectiveness of the plan.</li> <li>A timetable will be issued for printer/photocopier usage to avoid congestion.</li> </ul>	Digital Tech Team
<b>9.Toilet Protocols</b>	Major 2	<p><b>Students:</b> Social distancing in the toilets.</p> <p>Pupils not washing hands/sanitising hands</p>	<ul style="list-style-type: none"> <li>Parents are encouraged to get children to go to the toilet before coming to school/wash hands.</li> <li>Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet - Signage reminders.</li> <li>Pupils will not re-enter the building to use the toilets, during break time.</li> <li>One boy and one girl will be allowed to use toilets concurrently. Others must remain seated until the toilet area is free.</li> <li>Teachers will open doors and alert teacher partners, should they need to leave the classroom for toilet break.</li> </ul>	Principal  Teachers Duty teacher
<b>10.Management of the Curriculum</b>	H/M Medium 3	<p>Trying to do too much</p> <p>Managing expectation</p> <p>Keeping things as normal as possible</p>	<ul style="list-style-type: none"> <li>'Slow down to Catch up' is the mantra to ensure all children are learning what they need to know.</li> <li>Teachers to resonate a sense of calm and confidence and a tone of reassurance at all times</li> <li>There will be a strong focus on supporting mental Health and wellbeing of students and staff during the initial phase of re-opening, through Mind Up, Fun Friends and Friends for Life..</li> <li>No homework will be assigned during initial days.</li> <li>SHPE lesson will be taught earlier than usual - Oct/Nov</li> <li>SEN children are the priority of in-class support.</li> </ul>	Principal / BoM  ISM  Teachers
<b>11. Dealing with a suspect Case</b>	Extreme 1	<p>Risk to health of classmates, staff.</p> <p>Prompt identification and isolation of potentially infectious person, crucial.</p>	<p><b>See Covid Response Plan for details.</b></p> <ul style="list-style-type: none"> <li>LWR and ALWR and Covid Response Team have set up a Response Plan.. Reps from all areas of the school community.</li> <li>Isolation area located in yard - An Nead.</li> <li>Second room reassigned, should it be necessary – Room 23.</li> <li>Teacher / SNA to remove pupil to isolation via shortest route.</li> <li>Masks will be worn by suspect case and by the person accompanying them. Principal to alert staff to keep corridors clear.</li> <li>Parents called immediately.</li> </ul>	Covid Response Team including Principal, Deputy Prin, BoM rep, LWR, ALWR, Safety O, PA rep



			<ul style="list-style-type: none"> <li>Staff member remains with a suspect case.</li> <li>If well enough, parent can take child home to isolate or the adult can drive home.</li> <li>If emergency services are called, staff member must let them know it is a Covid suspect case..</li> <li>Parent must call their GP and arrange for a test. Child will not return to school until evidence of a negative test is received.</li> <li>Isolation unit(s) and work area affected, will be appropriately cleaned.</li> <li>Necessary PPE to be stored on the teacher's table and refilled as required..</li> </ul>	LWR / ALWR  Team to monitor process and change to streamline, as required
<b>12. Other areas of Potential Risk</b>	Major 2	<p>Appointments must be made for entry to school.</p> <p>Transference of virus through shared use</p> <p>Children moving unsupervised through school.</p> <p>Building Contractors on site</p> <p>Deliveries</p>	<p><b>See Covid Response Plan</b></p> <ul style="list-style-type: none"> <li>Appointments by email / phone call, 9.50-10.50 each day.</li> <li>Contact Log kept to ensure contact tracing.</li> <li>Person met at an appointed time and place (will remain outside the building by the main door, to be collected).</li> <li>No sharing of equipment / resources/ spaces outside of the individual / class bubble.</li> <li>Children will no longer be able to go to the office 'on jobs'.</li> <li>The office is not open to teachers, they must call or email the secretary when a need arises.</li> <li>A portable storage trolley will be used for teachers to collect items outside the office. These will be clearly labelled.</li> <li>All deliveries will be pre-planned, paperless, with appropriate sanitising arrangements. Ring office before entering school grounds.</li> <li>Delivery of goods to the building site during school day will be controlled through use of a safe corridor and a phone call to the secretary in advance.</li> <li>Contractors will have no contact with school during the day.</li> <li>All contractors have their own safety protocols.</li> </ul>	Secretary principal  Teachers  Teachers  Company with secretary
<b>13. Cleaning</b>	H Extreme 1	Transference of virus through droplet infection on infected surfaces.	<ul style="list-style-type: none"> <li>Cleaners have completed all requirements outlined in appendix 9 and have noted safe use of materials and cleaning of equipment accordingly.</li> <li>They have responsibility along with the principal for all cleaning of the school building.</li> <li>Caretaker will re-fill sanitizers on a daily basis.</li> </ul>	BoM, Management  Staff  Sf

		Spillage of Sanitising fluid - spillages	<ul style="list-style-type: none"><li>• Teachers will ensure any gel that falls on the floor, is cleaned up (slippage).</li><li>• All table tops, desks/ perspex screen/ visors/ hubs/ to be cleaned down by teachers each day.</li></ul>	
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