

Bubble 1: Junior Infants, Senior Infants, 1st Class**Bubble 2: 2nd, 3rd, 4th****Bubble 3: 5th, 6th****Risk Assessment**Date: 17th August 2020

Amended and updated – October 2020, December 2020, February 2021

	Level	Risks	Control measures	Personnel responsible
Morning Assembly	H	<p>Pupils not lining up</p> <p>Pupils interacting with other pupils</p> <p>Parents entering school grounds</p> <p>Parents late</p> <p>Pupils not queueing to hang up coats</p> <p>Pupils not hand sanitising</p> <p>Pupils not sitting in their own seats on entry</p>	<p>Protocols for Daily Morning Assembly: See plan below</p> <p>Pupils are not permitted to arrive at the school before 9:10</p> <p>Children will walk around the back of the school and gather in the assigned class zones</p> <p>Parents will be asked to remain in their cars</p> <p>Bus children will walk around the back of the school building to their assigned class zones.</p> <p>At 9:20 am the pupils will line up on their marked lines maintaining social distancing and on the arrival of their teacher they will enter the school maintaining social distancing.</p> <p>The yard will be supervised in the morning by the classroom assistant and a teacher daily from 9:10 to 9:20</p> <p>Each class will enter the building using their assigned doorways – Jnr and Snr Infants will use their class door (4), first class will use their class door (3), 1st and 2nd class as well as 5th and 6th class will enter using the entrance at the rear of the yard (6) and 4th class will line up on the basketball court and use the entrance at their classroom (7)</p> <p>Pupils will sanitise their hands before entering the classroom. On entering the classroom, the children will take their seats and</p>	<p>Parents</p> <p>Teacher on yard duty</p> <p>Class Teachers</p> <p>Pupils</p> <p>Class teachers</p>

			<p>then each pod will hang up their coats to avoid crowds gathering at the coat racks.</p> <p>All of the relevant entry points around the building to be used. Markings will be placed on the yard for each class showing where they are to line up. There will be spaces in each line for the children to stand on to help maintain social distancing while lining up.</p> <p>On rainy days, pupils will walk around to the back of the building and enter using their correct doorway (as outlined above) They will remain seated in their assigned seats and they will be supervised.</p> <p>Teachers to teach</p> <ul style="list-style-type: none"> -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 -yard protocols 	Teachers
Dismissal	H	<p>Social distancing not being maintained by parents</p> <p>Parents not abiding by line up regulations</p> <p>Late pick ups</p>	<p>Daily Dismissal: See Exit Plan below</p> <p>Pupils from junior and senior infants will leave the school at 2pm. They will exit using their classroom door and walk around to the front of the school where parents will be asked to wait outside the gate observing social distancing. Parents and all adults collecting children are asked to wear masks while they are waiting for the children at the gate. Each child will be released in turn to the waiting adult. If somebody is late</p>	Class teacher

		<p>Children not maintaining social distancing Children running from their classrooms Late pick ups Parents not observing regulations</p>	<p>collecting a child the teacher will wait at the front of the school with the child until they are collected.</p> <p>Children from 1st class to 6th will exit the school using their individual doorways</p> <p>1st class – door 3, 2nd & 3rd and 5th & 6th door 6 and 4th class door 7.</p> <p>Exit times will be staggered from 2:45 each day and this will be organised alphabetically.</p> <p>Children with surnames from A to F ... will leave at 2:45</p> <p>Children with surnames from G...O will leave at 2:55</p> <p>Children with surnames from R...W will leave at 3:05</p> <p>Children will exit their assigned doors and go to the front of the school. They will exit the school gates to their parents. If a parent is late pupils will wait in the assigned waiting area maintaining social distancing from other waiting pupils. Parents will be asked to remain in their cars while waiting for their children. If parents are walking or are parked further away from the school, they will be asked to maintain social distancing and wear a mask while they are collecting their child from the school gate.</p> <p>Bus pupils will exit the school at 2:45pm and make their way to the basketball court to take their assigned seats on the bus.</p> <p>Pupils in the 2-3 club will be brought outside through exit door 1 at 2:45pm. They will be released to their parents as they arrive at the school.</p> <p>Actions to be carried out:</p>	<p>Designated staff</p> <p>SNAs</p> <p>Principal</p> <p>Class teachers</p> <p>Teacher on supervision duties</p>
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			<p>The principal will inform all parents of these protocols and of the importance of ensuring that they come on time to collect their child. – before the school partially reopens on March 1st.</p> <p>Rainy days - we are no longer able to permit children to wait inside for collection. Teachers ensure that pupils have rain gear on before dismissal from classroom.</p>	Principal
SEN	H	<p>Size of the rooms.</p> <p>Mixed groups</p> <p>Teacher has much higher exposure -</p> <p>Mixed groups - Lit/Num/EBD</p> <p>No ventilation in Room H</p> <p>Use of materials/resources</p> <p>U. and Wheelchair</p> <p>Tactile children</p>	<p>Risk Assessment SEN</p> <p>Smaller groups will be created where possible. Pupils from the same class only if possible Timetabling of SEN classes to be amended to take account of pupils eating lunch after outside times. All groups to be taught in SEN classroom beside the staffroom or in the PE hall. Sanitisers will be placed at the entrance on corridors and pupils must sanitise before entering a SEN room. Where requested a perspex shield will be purchased for the table where a teacher is engaged in table top activities. Teachers are advised not to stoop down to pupils if possible Staff will use face masks. Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc. Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup. SEN staff to prepare back- up materials using sandwich bags After each group a teacher will use sprays and cloths to wipe down desks, chairs and door handles SEN teachers will collect groups and return them to their classrooms. Parents must ensure pupils have 2-3 pencils/pens in their pencil cases.</p>	Principal Ms. L

			<p>Use of PPE will be used by all staff.</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. Staff will conduct lessons on the use of sanitisers and all relevant protocols.</p>	Class teachers
<p>Junior Classes</p>	<p>H/M Depends on class</p>	<p>Size of rooms – rooms are ok Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Accelerated pupils- should they go to another class? Libraries Lining up Corrections of homework</p>	<p>Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable. Where possible furniture will be removed. Each pupil will have their own basket clearly labelled with their books, pencil cases, folders etc. in the basket. Pupils to use their own materials only where possible–No sharing of personal equipment -glue sticks, ruler etc. Pupils will sanitise before and after every activity. eg using the IWB, art materials, table top activities. Teachers to restrict pupil movement around the room as much as possible Pupils in 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 All members of staff will wear face masks (and face shields too if they desire.) All pupil resources should clearly be labelled. Parents to be requested to do this. Teachers have to sanitise hands regularly if correcting copies/books etc. Use of velcro shoes in junior, senior infants and first classes is encouraged 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 copies in older classes. Reteach protocols when children return to school in March.</p>	<p>DES template PL / principal Teachers Pupils/parents</p> <p>Principal</p> <p>Principal/ Parents</p> <p>Principal</p> <p>Teachers Principal /parents</p>

			<p>If a child is sick/unwell in the classroom – use walkie talkie to contact Sue/Paula and follow guidelines for removing a child to the isolation room.</p>	<p>Teachers</p> <p>SNA</p>
Breaks	H	<p>Pupils not staying in their own groups.</p> <p>Pupils not maintaining physical distancing</p> <p>Pupils not lining up correctly.</p> <p>Going out /coming back in</p> <p>Recording of incidents -use of Incident Books</p> <p>Lunch</p>	<p>Pupils exit at break times using their assigned exit/entry door. Children play outside in their class bubbles/pods in their assigned zone.</p> <p>Usual Rain Supervision protocols will apply. Pupils may read/play games. On rainy days pupils must remain seated in their assigned places.</p> <p>Teachers from junior bubble will supervise the junior corridor and teachers from senior bubble will supervise the senior corridor.</p> <p>At the end of break times pupils will line up on their clearly marked lines outside of their entry points maintaining physical distancing.</p> <p>Class teachers to ensure collections happen on time after break ends.</p> <p>If a child is hurt on the yard the teacher on duty assess the child and if necessary contacts the class teacher via the walkie talkie to administer first aid to the child.</p> <p>Each teacher is asked to fill in the log of actions on Aladdin in line with school policy.</p> <p>All children eat lunch in rooms after break time. Teaching and learning continues while children eat lunch.</p> <p>Children wash their hands when they come in from the yard and before they eat their lunch.</p> <p>Parents have to fill water bottles at home.</p>	<p>Teacher on yard duty SNA</p> <p>Bubbles</p> <p>Staff to teach lessons on the various protocols</p> <p>Principal</p>

Water bottles		<p>Children -asthma</p> <p>Accidents Fallers</p> <p>Football/basketballs</p> <p>Bringing in of children from the yard if sick/hurt.</p> <p>Using common areas</p>	<p>Lessons to be completed on: Lining up - maintaining social distancing -Hand hygiene -Food hygiene Yard Rules if sick/hurt</p> <p>No sixth class pupils minding younger classes</p> <p>Children who need inhalers to bring them out with them</p> <p>Carry sanitiser and wipes with you at all times. Children sanitise hands before and after use and going out to the yard.</p> <p>If a child is hurt on the yard and needs to go inside the teacher on the yard will use the walkie talkie to contact the class teacher to administer first aid.</p> <p>Balls will be provided for each class bubbles and balls are to remain within their bubbles</p> <p>Children will not be permitted to refill water bottles in school</p>	<p>SNAs</p> <p>Yard Teachers</p> <p>Teachers</p> <p>Teachers to know these pupils</p> <p>Staff Pupils</p> <p>Yard teacher</p> <p>SNAs</p> <p>Teachers to teach this protocol</p>
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				Montessori staff
Toilet		<p>Students: Social distancing in the toilets/Pupils not washing hands Different classes using the toilets at the same time</p> <p>Pupils coming in during break times to use toilets</p> <p>Any group using the hall for SEN</p> <p>Teacher toilets, clearly marked- (Within bubble)</p> <p>Toilet cleaning</p>	<p>Parents encouraged to get children to go to toilet before coming to school to wash hands</p> <p>Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet</p> <p>If a child needs to go to the toilet during break time they must use the toilet in their own classroom. They must ask for permission before entering the building and inform the teacher on duty once they return. Ms. Breen's classroom will use the back door (6) if they need to go inside during break time.</p> <p>Any SEN groups using the hall to use the toilet beside the hall. Lessons on toilet hygiene/lining up to use toilets</p> <p>Teachers and staff will use assigned toilets Staff toilets – Toilet 1 – Ms. Druhan, Ms, Mooney, Ms, Lacey</p> <p>Toilet 2 - Sue, Paula, Ms. Leahy, M Toilet 3 – Ms. Breen, Ms. Walsh, Mr. Day</p> <p>Toilets will be cleaned daily.</p>	<p>Principal</p> <p>Teachers</p> <p>Duty teacher</p>

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Staff-Room - Breaks	M	<p>Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/dishwasher/water</p>	<p>Those in the high risk category ideally should remain in their own rooms. There will be staggered Big Breaks for SNA and secretary and teaching staff. Secretary and SNA from 12:15 – 12:45, teachers from 12:45 – 1:15 The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing. Staff to use their own utensils as much as possible. Bring into school and bring home. Maximum numbers in the staffroom - currently people 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 are asked to wipe down utensils after use Staff to sanitise before and after using any items Organise seating at tables by bubbles. – Ms. Mooney, Ms. Druhan, Ms. Lacey (Jnr Bubble) – Ms. Walsh, Ms. Breen, Mr. Day, Ms. Leahy (Snr Bubble)</p>	<p>Principal Staff</p>

<p>PE +</p> <p>PE equipment</p>	H/M	<p>Sharing of equipment Social distancing</p> <p>Equipment</p> <p>Coaches coming in and mixing between classes.</p> <p>Hall being used between breaks and 1 session after lunch</p> <p>Crossing over of classes going to the hall</p>	<p>All pupils to sanitise hands before and after PE sessions</p> <p>It is suggested that activities are primarily outdoors and involve use of minimal equipment – Games, Athletics, Outdoor adventure and orienteering. Where PE equipment is used it must be sanitised before being returned to the PE store.</p> <p>GAA coaching - awaiting directives All outside coaches to complete Return to Work form and must sanitise hands regularly.</p>	Pupils/staff
<p>Power Hours</p> <p>Literacy lift off</p>	H	<p>Size of rooms -v. close contact</p> <p>Mixing of personnel between classes.</p> <p>Sharing of resources</p>	<p>Pupils/teachers to hand sanitise before and after each group. Teachers will rotate from pod to pod. Review after two weeks. Books to be quarantined for 72 hours after use Pupils to use own pens/ pencils/whiteboards all to be in their own Writing folder. Writing activities carried out on pupils' own whiteboards</p> <p>Maths resources: different set of resources for each group? Staff photograph work from boards Pupil whiteboards to be labelled. Teachers maintain distance as much as possible throughout lessons</p>	<p>Teachers</p> <p>Pupils/staff</p> <p>Principal/board to source</p> <p>Principal</p>

				Teachers
DL equip-ment (Ipads etc)	H/M	Sharing of devices between classes could lead to transference of virus Collection and return of trolley	Laptops are to be distributed among the classes. Each class will have 6 laptops and they must remain in that class. The laptops will be numbered and the same pods children will use the same laptops each time. All pupils to sanitise hands before and after use of devices Teachers will ensure laptops/ ipads are wiped down before and after the various sessions.	Pupils Staff
Shared Maths/ Science resources cupboards		Transference of virus through shared use Lack of human resources/time to clean	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 the proper number of days elapse between use in different rooms -Maths cupboards/science/PE/Staffroom resources/trolleys Lessons on hygienic use of materials	Pupils Staff
Class-room Libraries Books/Copies	H	Transference of virus through shared use	When books are returned they must be left in separate box for 72 hours 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 in senior classes	Pupils/ Teachers

<p>After school Clubs 2- 3 club</p>		<p>Pupils moving unsupervised through the school Difficulty of social distancing if physical activity involved Sharing of resources Mixing of pupils from different classes Staggered finishing times will affect start/finishing times of clubs. Late pick ups</p>	<p>Very specific programme that reduces contact Sanitise after use. Pupils use their own materials Lessons on materials hygiene Pupils will remain in the same class bubble as they are in during the day in class.</p>	<p>Organiser Pupils</p>
<p>SNAs</p>		<p>Crossover from classes./Coughing/sneezing etc/Toileting Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils Lunch breaks</p>	<p>PPE to be used as much as possible. Back up supplies will be located in the Isolation Room. Sanitising hands leaving/entering all rooms Train the kids how to open packages and peel bananas and oranges etc.</p>	<p>order sufficient supplies Order additional sanitisers for outside group toilets Teachers Parents.</p>
<p>Aistear</p>	<p>H</p>	<p>Size of room- confined space Using shared materials Children moving from station to station/ class to class Cleaning of materials</p>	<p>Sanitise before and after use Hot water to be used if possible Groups will be arranged by their pods Areas will be wiped down before and after use Materials will be washed/cleaned before the new group use them the following day</p>	<p>Principal/ Board</p>

Ready, Set, Go Maths Jun/Sen inf.	H		Children will remain in their pods for activities and groupings Wipe down materials at the end of the day Pupils and teachers to hand sanitise before and after using materials Teachers to wear visors Sandwich bags containing cubes etc. which are labelled for junior and senior infants. Spraying of equipment. Prioritise order- Junior - sorting by attributes Senior - Sorting/number relationships/ number mental maths	Teachers
Substitute teachers	M	Unaware of school protocols	A folder will be given to substitute teachers on their arrival at the school with a copy of school procedures and protocols. The principal will ensure that the teacher is aware of procedures for arrival and dismissal of pupils. All substitute teachers must leave detailed contact details and fill in the return to work form.	Principal
Visitors to the school	H/M	Unaware of school protocols Not maintaining social distancing	All visitors to the school including parents, reps etc. are requested to make an appointment with the school secretary beforehand. All visitors to the school must fill in the contact tracing log which will be kept in the office.	Principal Secretary
Cleaning	H/M		The school will be cleaned daily.	

			<p>Commonly touched surfaces such as door handles etc. will be wiped down during the day.</p>	
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All classrooms and the staffroom are fogged daily after cleaning to sanitise desks, chairs etc for 24 hours.

Risk Assessment

Date: 2nd Nov 2020

	Level	Risks	Control measures	Personnel responsible
Homework	H	<p>Folders, books etc. coming in and out of school on a daily basis.</p>	<p>Protocols for Homework</p> <p>Each child has an individual homework folder which has their name on it. From 1st to 6th class children's Tables books are kept in these folders. Children are asked to take the book out of their folder and place it on their desk to be corrected. The teacher calls out answers and the children tick the books. The teacher walks around to check homework and then the book is returned to their folder.</p> <p>Junior and senior Infant have handwriting books/copies in their folders. The books are checked on Fridays by their teacher and returned to their folders.</p> <p>When new readers are read in class the children place their readers into their folder to bring them home for homework. All readers remain in the folder for the week. The readers are collected on Fridays and placed in a box to quarantine for 72 hours before they are distributed to any other pupils.</p> <p>Homework is put on Seesaw by the class teacher each week to minimise the need for a journal or note to go between school and home. Parents and pupils can access the homework on Seesaw.</p>	<p>Parents Class Teachers Pupils</p>
The Office	H	<p>Transmission Between staff Use of phone Use of laminator Too many people congregating</p>	<p>There is a maximum of 2 people allowed in the office at any one time and it is advised that the office door is kept open while there are more than one person in there The window will be opened daily for ventilation Children are not sent to the office on messages</p>	<p>Secretary All staff</p>

<p>Ms. Leahy's office</p>			<p>Secretary is contacted by walkie talkie by teachers in the event that they need to pass on a message or request something from the office There is a Perspex screen around the desk Staff are requested to wipe the phone and sanitise their hands before and after use.</p> <p>There is a Perspex screen around the desk. There windows are to be opened for ventilation A maximum of 2 people in the office at any one time.</p>	
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Risk Assessment

Date: 2nd Nov 2020

	Level	Risks	Control measures	Personnel responsible
<p>Christmas Cards Secret Santa etc.</p>	<p>H</p>	<p>Objects Coming into School From Home to Be distributed to others</p>	<p>Protocols for Christmas</p> <p>Pupils may bring cards or gifts to school in December but the bundle of cards, the gift etc. must be placed in a box in the room and quarantined for at least 72 hours. So if cards come in during the week they are placed in the box and distributed the following Monday by the class teacher.</p> <p>When cards are distributed they are placed into children's folders and opened at home. The last date to bring cards into school is Friday 18th December to be distributed on Monday 21st December.</p> <p>In some of the senior classes where they are doing Secret Santa the children will be asked to have their gifts in school by Friday 18th December so they can be quarantined over the weekend. The gifts will be distributed by the class teacher on Monday 21st December.</p> <p>A message will be sent to parents via Aladdin to inform them of the protocols around Christmas cards and Secret Santa this year.</p>	<p>Parents Class Teachers Pupils Principal</p>

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