

Location	Loreto College, Foxrock, Co Dublin
Assessment team members	Derek Madden, Bernadette Prendiville, Joanne Brock – Covid 19 Officer
Date prepared	Sept 20
Date Issued	Sept 20
Description	Risk assessment on the possible presence of Covid 19 within the school and the controls needed to reduce the possibility of transmission to the lowest level practical.

No.	Activity or Location	Who can be affected?	Where can they be affected?	How can they be affected?	Initial Risk	Controls	Complete Y/N	Residual risk
	General management of the Covid 19 response	All persons attending our premises.	Any area of the school.	Lack of proper controls for responding to the Covid 19 pandemic will expose people to hazard.		<p>Covid 19 Management Team assembled.</p> <p>Covid 19 risk assessment completed and actions developed to form a management plan.</p> <p>Control measures following in this assessment to be implemented and monitored by the Covid Management Team.</p> <p>Weekly progress meeting on Covid 19 response with Fixed Agenda.</p> <p>Meeting will be remote (Zoom, teams, etc.) or outdoors.</p> <p>Supporting documents for this risk assessment:</p> <ul style="list-style-type: none"> • Covid 19 Meeting agenda • RTW Questionnaire • Timetable (if appropriate) • Cleaning schedule • Contact log • Covid 19 method statement for contractors 		
	Travelling to school	Any person coming to the school	In their vehicle, on public transport, walking, etc.	Transmission of the virus in the community on transport, in vehicles.	Med	Return to school declarations supplied by all staff. Currently in Level 3 of the National Framework of Living with Covid where the advice is the use of Public Transport only when necessary. Staff and students made aware of the latest Public Health advice from the		

						HSE and NPHEP via email in advance of returning to work. Staff advised to travel alone in their vehicle. Staff and students travelling on public transport advised to sanitise hands when getting on and off transport. Workplace contact logs to be maintained.		
	Entrances	Door access	At panels controlling access.	Community transmission from touching.	Med	Keypads and access control panels deactivated across the school where possible. Where keypads or access switches need to remain active, disinfectant wipes will be adjacent for wiping down. Where possible (allowing for control of fire doors) doors will be held open to reduce touch points.		
	Arriving to work or to the entrances	Any person coming to the school	Opening gates, using keys, signing logs.	Possibility of picking up the infection on surfaces or from other people.	Med	All persons coming to the school must undertake the Covid 19 induction beforehand. Induction will be completed online via email before staff return. There is a stay right system being used on stairs and corridors to avoid crossover of people. Sanitising stations have been provided at all doorways and at key points on each floor. Staff returning to work will be doing so on a phased basis in line with guidance from the HSE and Dept. of Education and Skills. No visitors allowed to the school. Separate risk assessment in place for commissioning, maintenance, etc.		
	Entering welfare areas	All persons	Entering through doors, in the rooms or	Using switches, taps, hangers or other	Med	Housekeeping to be maintained a high standard with active cleaning program minimum of twice per day. All frequently touched surfaces (door handles/ bannisters, light switches,		

			welfare areas.	contact surfaces,		handrails, dispensers, taps, sinks, fixtures and fittings) to be part of the process. There is signage in all areas of the school reminding students and staff of HSE Guidelines. Sign boards with information on Coughing Etiquette, hand washing, etc. placed in all rooms. Hand sanitising at entrance/exit.		
Entering or using classrooms or other teaching facilities	All persons in the room	Community transmission through coughing, sneezing. Touching contact surfaces in the space or on equipment.	Cross contamination		General controls that will be put in place are: <ul style="list-style-type: none"> • Social distancing as per Government and DES Guidelines of 1M with face coverings being worn. • Information posters and screens for Handwashing, Cough Etiquette, etc. • Student induction advising them of any new controls. • Information to Parents/Guardians on any new controls. • Ongoing sanitisation of all contact surfaces twice per day or as per need. 			
Entering offices	All workers	Entering through doors, in the office, in hallways.	Using switches, keyboards or other contact surfaces.		Housekeeping to be maintained a high standard with active cleaning program minimum of twice per day. Office staff to clean and disinfect their workstations: desks, display units, keyboards, etc. with supplied materials. All frequently touched surfaces (door handles/ push bars, light switches, handrails, dispensers, taps, sinks, fixtures and fittings) to be part of the process.			

	Close working	Workers who need to assist each other with a task – usually maintenance	Various tasks and locations.	While working together on the tasks.		<p>For some tasks involving Maintenance, Facilities, etc. it may be necessary to allow 2 people to work inside the 2M distance.</p> <p>Procedure for Close Working to be covered at induction for relevant staff. Covid 19 Officer to monitor throughout the day to verify that the process is being followed.</p> <p>Close Working Permit, Pen and Supply of PPE for use in close working situations to be supplied by Facilities. Method for donning, doffing disposing gloves to be demonstrated.</p> <p>Once the need for a close work permit is noted, the Covid 19 Compliance officer is to be called.</p> <p>Compliance officer will arrange for the permit to be completed.</p> <p>Only 1 person is to complete the permit form.</p> <p>Person completing the form is to wash their hands before removing a permit form and the pen from the box.</p> <p>Once the Permit has been completed the pen is to be sanitised and returned to the box.</p> <p>The completed Permit is to be sent to the Covid 19 Officer.</p>		
	Using the canteen areas	All persons working in the school	Within the canteen space.	Community transmission from Coughing, sneezing, surfaces, etc.		<p>There are no canteen facilities this academic year.</p> <p>Students are to eat their lunch at their assigned desk in their base classroom and then can go out through their designated entrance to get fresh air in the school ground.</p> <p>Bins will be emptied after each lunch break, students have been asked to bring all rubbish home.</p> <p>Classrooms are fully cleaned and disinfected every evening.</p>		

						<p>Notices/signs reinforcing the social distancing, latest HSE Public Health information, etc. will be displayed in all classrooms..</p> <p>Bin are provided for disposing of sanitising wipes, tissues, etc.</p>		
	Cleaning the various facilities	Dedicated cleaning staff	All areas where cleaning is required.	Heightened risk due to the fact that the cleaner is actively seeking the hazard.	High	<p>Contract Cleaners have been engaged for this purpose.</p> <p>Method statement has been provided by the Contract Cleaning company demonstrating that their staff are sufficiently competent to perform cleaning in compliance with this assessment and the Return To Work Protocol.</p>		
	Giving first aid	First aiders	Possibility of transmission while assisting an injured person			<p>While Covid 19 symptoms are not a first aid action, Joanne Brock will accompany any person showing symptoms to the isolation room in room B4. The student or staff member will have a parent or contact person contacted to come and collect them from school. They will be advised to liase with their GP and avoid contact with people on their way home.</p> <p>Room B4 will have</p> <ul style="list-style-type: none"> • Disposable gloves (nitrile/latex) • FFP3 or FFP2 Face masks • Disposable plastic aprons <p>If the First aider needs to give any treatment to a person on site, they must assume the person is a risk as they will be acting in very close proximity.</p> <p>The First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.</p> <p>Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and</p>		

					<p>reusable PPE cleaned/disinfected thoroughly.</p> <p>Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.</p> <p>Room B4 will be cleaned and sanitised after each suspected case leaves the room.</p> <p>Windows will be left open at all times for sufficient ventilation.</p>		
Maintenance Contractors	Maintenance Contractor's own staff and any other people interacting with them.	Community transmission	Coughing, sneezing, surfaces, sharing tools or equipment, etc.		<p>All employees of Contractors must have CIF induction.</p> <p>All employees of Contractors must have ABC Company induction.</p> <p>All employees of Contractors must abide by this risk assessment.</p> <p>All Contractors to supply their updated Safety and Method Statements</p>		
Community transmission – suspect case	All persons on site.	All areas	Community transmission.		<p>Ensure good personal hygiene is always maintained.</p> <p>Adopt sensible hygiene measures by washing and drying hands thoroughly with warm water and soap, more frequently than normal and avoiding unnecessary hand to mouth or hand to eye contact.</p> <p>Covid 19 Officer to monitor hygiene standards.</p> <p>Cover mouth and nose when coughing or sneezing. Tissue must be disposed of safely. If no tissue is available sneeze or cough into elbow.</p> <p>Put all used tissues into a bin and wash your hands.</p> <p>Don't touch eyes, nose, or mouth with unwashed hands.</p> <p>Do not share objects that touch the mouth (e.g. cups).</p> <p>Do not share pens and wipe down tools and equipment after use.</p> <p>Any persons displaying the following symptoms to immediately self-isolate,</p>		

						<p>contact their Doctor/Local Public Health Authority/Supervisor; Cough / Shortness of breath / Breathing difficulties / Fever or High Temperature / Any other flu like symptoms.</p> <p>Isolation space will be provided with First Aid Kit, 1 Box of Surgical Gloves, 1 box/pack of FFP3 masks, 1 full face shield.</p>		
	Community Transmission through non-adherence to controls	Any person on the premises	Any area of the premises	People who do not follow the new controls measures.		<p>Normal HR Disciplinary procedures will be followed for any employee who does not adhere to the Covid 19 control measures either wilfully or through neglect.</p> <p>Visitors or Contractors on the premises who do not abide by the Covid 19 Control measures will be asked to leave immediately.</p> <p>Students who do not follow the rules in place for Covid 19 will be sanctioned as per the schools Code of Behaviour. Parents will be contacted and students will be immediately sent home.</p>		
	Summer Camps / Rental of Facilities to outdoor clubs / societies.	Any person on the premises	Where the Summer Camps/ Clubs are operating	Transmission between participants and people in the area		<p>Summer Camps will only be allowed to use the facility where they are operating in accordance with the Government regulations.</p> <p>Loreto College will not be taking any part in the running of Summer Camps.</p> <p>Any group, person or organisation wishing to use the Loreto College facilities for the running of Summer Camps must submit a Covid 19 Management Plan to the school for review.</p> <p>Facilities will be provided to Summer Camps based on an agreement that will be put in place after Loreto College has reviewed and approved</p>		

						<p>the Summer Camp Organiser's Covid 19 Management Plan.</p> <p>The submission of a Covid 19 Management plan does not automatically guarantee that the Summer Camp will be allowed to use the facilities.</p> <p>All Covid 19 Management plans will be reviewed by the Loreto Foxrock Covid Management Team.</p> <p>If approval is given to any group, person or organisation to run a summer camp on the premises, the Summer Camp will be subject to periodic audit by the Loreto College Covid 19 Management Team or their representatives.</p> <p>If any Summer Camp Organiser is found not to be in adherence with the approved Covid 19 Management plan, the Summer Camp will be told to cease operations immediately.</p> <p>All rentals from outdoor clubs / societies will follow the guidelines put in place by their sports governing body. There will be no access to the sports hall, bathrooms or changing facilities. Each club must have their own Covid 19 officer and be complicit in all areas of Covid 19 regulations both from the school and governing bodies.</p>		