

Sacred Heart Secondary School

Covid -19 Risk Assessment-Action and Control measures



RATIONALE

Sacred Heart Secondary School recognises the ongoing 'duty of care' it has for the whole school community: staff, parents and pupils. A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19, the school inevitably is in a position of having to make timely decisions, in as far as is reasonably possible, in order to fulfil this duty to all pupils, parents and staff.

THE SCHOOL OPERATION - ASSESSING THE RISK

COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) or pupils of varying age groups and class size.

The overall assessment of risk will require constant revision and should include but not be limited to:

- Is Government advice (inclusive of DES, HSE, HPSC) being regularly accessed, assessed, recorded and applied?
- Are staff consulted on the revised risk assessment?
- Is there a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced?
- Are changes regularly communicated to staff, pupils, parents, visiting contractors/workers?
- Is access to school controlled effectively and are visitor (if allowed) details recorded?
- Have allowances been made for individual staff and pupil members at greater risk?
- Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?

- Are staff and pupils being reminded and checked to ensure they are complying with hygiene and Social Distancing (SD) rules?
- Are there satisfactory arrangements for information instruction, training & supervision to ensure that procedures are implemented and maintained?
- Are there sufficient supplies of hygiene materials and are they well placed?
- Are masks available for staff and/or pupils?
- Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- Has the 'Get Fresh' catering regime been reassessed and, if necessary, revised from a schools perspective?
- What precautions are being used to keep shared teaching equipment (e.g. sporting and musical instruments) hygienic?
- Are high risk areas being regularly monitored for hygiene?
- Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above the following will need to be considered for pupils, parents, and staff:

- What Social Distancing rules have the school decided? Are they different for staff, students, parents, Visiting contractors/workers?
- What PPE has been recommended and, dependent on Risk Assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - Masks
 - Gloves
 - Shields (for face or staff desks)
 - Sanitisers (gel, spray and tissue)
 - Aprons
- **Medical** - Who has:
 - Pre-existing medical conditions and are they fully declared?
 - Have all vulnerable pupils, and staff been identified and recorded?

- Tested positive for COVID-19 and is it recorded?
- Come into contact with anyone tested positive to COVID-19? (advised appropriately by public health authority- HSE)
- Been sent home with COVID-19 symptoms (a new continuous cough, high temperature or loss or change to sense of smell or taste).
- Are plans being considered for school events including plays, concerts, parent and teacher meetings etc.

The School's policy towards staff and pupil illness will be that:

If a member of staff or pupil shows symptoms that would require 'self-isolation' under the current Government guidance, they will be sent home immediately to 'self-isolate'

Responsibilities

Management

Management is to maintain and update all information relating to the development of the epidemic and the current advice from the Government and HSE

School Staff will:

- follow public health guidance on self-isolation;
- report symptoms immediately to the principal and leave work to go home, attend GP and follow advised protocol thereafter up to/including testing and isolation
- report any concerns regarding a child displaying relevant symptoms.

Hygiene Precautions

Students and staff will be required to follow the government and HSE advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser will be available throughout the school. Signs and posters will be used to remind staff and children of the above. Face masks will be worn by all staff, students and visitors. In exceptional circumstances/occasion, with prior approval of the principal, a staff member, pupil or visitor may, due to medical reasons, not wear a mask. However this is only possible where appropriate social distance along with all other hygiene protocols are strictly adhered to.

Staff and Pupil Travel

Under current public health and DES guidelines staff are advised not to undertake any foreign travel. Parents should advise of any foreign travel plans of any family members for our records.

Staff Travel

Staff should not attend external events such as conferences, training and information exchange visits to other schools until further notice.

Visitors to School

General visits to school should be cancelled during school hours to minimise the exposure of our children. Other visitors to school can be admitted provided:

- The visit is essential for the education, health or wellbeing of a the child
- The visit is to carry out essential urgent maintenance on school property – non urgent maintenance should be carried out when children are not present in school.
- The visitor is not showing any symptoms that would require ‘self-isolation’ under the current government guidance.
- The visitor follows the hand washing / sanitisation requirements.

Parental Choice

The school recognises that some parents/carers may judge that the risk to a child will be minimised if they do not attend school. This is most likely to be the case for those pupils or their family members at highest risk from COVID-19. The school will authorise such absences

Illness of Member of Staff or Student

If a member of staff or pupil becomes ill, the symptoms will be assessed against current public health advice. If the symptoms are consistent with a requirement to 'self-isolate' the member of staff or student will be advised to go home and seek medical advice. It is recognised that the judgement about whether the symptoms are consistent with the need to self-isolate may be difficult for mild symptoms. The school recognises that this is likely to result in a significant increase in staff and/or pupil absence from school, but also that this is appropriate to limit the risk to all members of school and their families.

Sacred Heart Secondary School -Risk Assessment Document

This non-exhaustive, risk assessment document, describes the steps that the Board of Management and staff of Sacred Heart Secondary School shall take in order to reduce the risk of the spread of COVID-19 in our school.

Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear.

They can be similar to the symptoms of cold and flu.

- Common symptoms of coronavirus include:
- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

SACRED HEART SECONDARY SCHOOL - RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT

The following list identifies **COVID-19** as the **hazard** and outlines the control measures required/implemented in Sacred Heart Secondary School to deal with the associated risks/areas of concern.

- Staff, Students, Visitors, Contractors and Public are identified as those who may be affected.
- For the purposes of this risk assessment, the risk rating is categorised as: High(H), Medium(M), Low(L)

Area of concern/Identified risk	Control measures	In place? Yes /No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
Policies and procedures	School Covid-19 Response Plan, Health and Safety Control of Covid-19 Policy for Students, Health and Safety Control of Covid-19 Policy for Visitors developed in line with the Government’s Roadmap for the Full Return to School, guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. Sacred Heart Secondary School will periodically review the advice available on the Health and Safety Authority website www.hsa.ie including additional occupational health and safety information on the specific COVID-19 webpages: https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html .	✓ July/Aug 2020	Negligible	BOM
	All staff complete the Covid-19 Self Declaration Form 3 days in advance of returning to school and after holiday breaks. All staff review the Covid-19 Response Plan, provide constructive input and adhere to the measures identified.	✓ -ongoing-	Negligible	BOM/Senior Management/LWR
		✓	Low	Principal
	Sacred Heart Secondary School Time table reviewed and reconfigured so as to facilitate adherence to the Covid-19 response plan and policies.	✓	Negligible	Principal Principal and Deputy Principal

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Policies and procedures Lead Worker Representatives</p> <p>Induction training</p> <p>Parent/Guardian Covid-19 related Information</p>	<p>Sacred Heart Secondary School has appointed two Lead Worker Representatives. One of the LWRs is a special duties post holder with extra responsibilities in ensuring that COVID-19 measures are strictly adhered to, based on government and school policy. Each person undertaking this role have received the necessary training and have a structured framework to follow in order to be effective in preventing the spread of the virus. This includes regular engagement with management and staff about the measures being put in place to address the occupational exposure to COVID-19 in the school.</p> <p>All staff and students undertake the Return to School Safely (Covid-19) Induction training in accordance with DES guidelines and the schools covi-19 control policy and adhere to the measures identified.</p> <p>Casual/substitute staff will also be required to complete induction training. Additional training is provided to Cleaning staff and SNAs.</p> <p>The induction training includes, but is not limited to; coronavirus awareness and infection control and prevention.</p> <ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell • Confidentiality of staff and pupils with either confirmed or suspected cases of coronavirus must be adhered to • Inform staff, students and the wider school community not to enter the school if they are displaying any symptoms of coronavirus <p>Parents/Guardians are informed and updated on Covid-19 information and school related policy through email and the parent section on the school website.</p>	<p>August 2020</p> <p>✓</p> <p>Aug 28th</p> <p>↓</p> <p>Sept 8th</p> <p>✓</p> <p>✓</p> <p>-ongoing-</p>	<p>Requires monitoring</p> <p>Requires monitoring</p>	<p>BOM</p> <p>Principal Lead worker Representatives</p> <p>Lead Worker Representative</p> <p>Principal Deputy Principal</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
Staff/Student Covid-19 related information	<p>Staff are informed of all Covid related issues by email preferably and are encouraged to report concerns/queries using email as appropriate. Students are periodically informed of Covid-19 related school protocols and updates through announcement on the school intercom. The lead worker representatives meet each year group in their respective base classrooms periodically, emphasising best practice, strategies' and protocols in order to minimize the risk of Covid-19. This strategy is further supported by the Year Head and Class Teacher.</p> <p>Appropriate signage in line with public health guidelines is displayed prominently throughout the school emphasizing social distancing, respiratory etiquette (cough and sneeze) and hand hygiene for the whole school community in addition to those individual(s) identified as visitor(s)</p>	<p>✓ -ongoing-</p> <p>✓ -ongoing-</p> <p>✓ Aug 2020</p>	<p>Requires monitoring</p>	<p>Principal Deputy Principal LWR personnel</p>
At Risk/Vulnerable Staff (Underlying medical condition)	<p>DES Circulars / Public Health advice will be followed at all times regarding the cocooning of at risk / vulnerable staff.</p> <p>At risk staff will be asked to consult their GP / Medical Practitioner regarding their fitness to return to school.</p> <p>At which point the member of staff will be asked to furnish to the Board of Management a "Fitness to Return to Work" Certificate.</p> <p>Sacred Heart Secondary School will implement so far as is reasonably practicable organisational changes to ensure the safety of the At Risk / Vulnerable member of staff on their return to work.</p>	<p>-on going-</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
At Risk/Vulnerable Students (Those with an underlying medical condition)	<p>For students vulnerable to the virus, attendance at school may not be possible. DES Circulars / Public Health advice will be followed at all times regarding the vulnerable students. A blended learning approach (online / in school) may be offered dependent on student circumstance. A student who is deemed to have a prolonged school absence will be required to furnish declaration of 'Fitness to Return to School' form</p>	<p>-on going- ✓ ✓ ✓</p>	Requires monitoring	BOM Principal
Whole School Blended Learning	<p>It is possible that Sacred Heart Secondary School may be required to provide both in-school and remote learning support during this school year.</p> <p>The school continues to utilize Google Classroom & VS Ware which will be core to the delivery of blended learning should the need arise. Resources and webinar training have been provided to schools by the Professional Development Service for Teachers (PDST) along with 'in house' training by staff.</p>	<p>-on going- ✓</p>	Requires monitoring	BOM Principal Staff
Mental Health and Wellbeing	<p>Staff & students may have concerns about the risk of infection or changes to their routine due to the implementation of measures to prevent the spread of COVID-19.</p> <p>Sacred Heart Secondary School will support all staff and students who may be suffering from anxiety or stress.</p>	<p>✓ -on going-</p>	Requires monitoring	

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Environmental Hygiene</p> <p>School responsibilities -Cleaning-</p>	<p>Sacred Heart Secondary School shall ensure:</p> <ul style="list-style-type: none"> • Non-essential items, clutter, equipment shall be removed to facilitate cleaning and maximise physical distancing • Enhanced cleaning procedures are in place in the school to prevent cross contamination, particularly in communal areas and at touch points. • The school is cleaned each day and there is a roster of daily cleaning of touch points including: <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Equipment controls in practical rooms • Food preparation and eating surfaces • Communications equipment • Keyboards, photocopiers and other school equipment • Rubbish collection and storage points shall be increased and emptied regularly twice per day including at the end of each day • Regular cleaning of welfare facilities, handrails and touch points shall be undertaken • If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning • An increase in the number of waste collection points and to ensure these are emptied regularly throughout each day • Provision of hand sanitizer units for classrooms, toilets, at appropriate locations in corridors, at entry and exit points • Provision of hand washing facilities (hot water, soap, drying facilities) • An antimicrobial cleaning ‘fogging machine’ is available for the purpose of equipment sanitization throughout the school as required. A mobile ‘Sanity System Ozone machine’ is used for sanitization purposes throughout the school once the premises has been vacated 	<p>✓ Aug 2020 ✓ -on going-</p> <p>✓ ✓ ✓</p> <p>✓ ✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓ Sept 2020 ✓ Sept 2020 ✓</p>	<p>Requires monitoring</p>	<p>BOM Principal Cleaning Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Environmental Hygiene</p> <p>Staff responsibilities</p>	<p>Staff shall ensure:</p> <ul style="list-style-type: none"> • Clean workstations, desktops, tables and any other equipment before and after use, including staff room, any meeting rooms and share spaces • Clean down their table after break times • Staff are provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags) • good respiratory etiquette at all times 	<p>- on going-</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>Staff</p>
<p>Environmental Hygiene</p> <p>Student responsibilities</p>	<p>Students shall ensure:</p> <ul style="list-style-type: none"> • Clean workstations, tables, chair and any other equipment after use (Ref. Appendix: End of Lesson Cleaning protocol) • Maintain good hand hygiene i.e. washing hands regularly with hot water and soap / use hand sanitiser as appropriate • Use good respiratory hygiene i.e. coughing or sneezing into a tissue or the back of their elbow 	<p>- on going-</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>Staff Students</p>
<p>Environmental Hygiene</p> <p>Cleaning staff responsibilities</p>	<p>Cleaning staff shall ensure:</p> <p>The school is cleaned throughout the day, based on the duties outlined in the daily cleaning roster specified for each member of the cleaning staff.</p> <ul style="list-style-type: none"> • A deep clean is completed at the end of the school day. (Ref. Appendix: Cleaning duties roster) • Cleaning protocols and standards of best practice are adhered to. (Ref. Appendix: Cleaning protocols) 	<p>- on going-</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>Cleaning Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Physical Distancing</p> <p>Classroom</p> <p>Before School arrangement</p>	<p>Physical distancing is recommended to reduce the spread of infection. To minimise risk of transmission, the recommended distance to be maintained between staff is 2 metres.</p> <p>Classrooms laid out to ensure physical distancing between students, as per public health guidance, of 2 metres and where not possible 1 metre.</p> <p>(‘Yellow sticker’ floor demarcation to indicate desk/seat position)</p> <p>Sacred Heart Secondary School identified a number of measures for physical distancing and how this would be achieved in a number of ways:</p> <ul style="list-style-type: none"> • All available space in the school shall be availed of in order to safely maximise physical distancing. • Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided • The class space in each classroom shall be reconfigured to maximise physical distancing in line with the <i>“Illustrative Classroom Layouts referenced in the Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/2021 School Year”</i>. • A ‘numbered’ seating plan whereby each student is allocated a specific seat in their base classroom to be implemented <p>Separate seating plans to be drawn up for mixed class groupings in both core and option subjects</p> <p>This will minimise movement by students in base classrooms, and facilitate ‘in school’ close contact tracing, should the need arise</p> <ul style="list-style-type: none"> • Students to go immediately to their allocated classroom and take up the designated seat based on the seating plan in operation 	<p>- on going-</p> <p>✓ Aug 2020 ✓</p> <p>✓ Aug 2020 ✓</p> <p>✓ Aug 2020</p> <p>✓ Aug 28th ↓ Sept 8th</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Physical Distancing</p> <p>Classroom</p> <p>Classroom- available space</p>	<p>Arrangements for Classrooms are as follows:</p> <ul style="list-style-type: none"> • Student based classrooms are in operation i.e. Teachers will now travel between classes to minimise student interactions • In classrooms where 2 metre physical distancing cannot be achieved at least 1 metre shall be maintained between desks or individual students and staff • Dedicated seating plans i.e. individual chairs & desks will be established so far as is reasonably practicable using floor demarcation • The teacher’s desk will be placed at least 1 metre and where possible 2 metres from student’s desks • Polycarbonate teacher desk screens installed as/if appropriate • Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/ crouching down • Situations that require people to sit or stand in direct physical contact with other people should in particular be avoided <ul style="list-style-type: none"> • All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items. All lockers will be removed from classrooms to maximise all available space • Student lockers will not be available– students have been instructed to bring books and copybooks to school. Chrome books, Ipad and mobile phones may also be used as deemed appropriate by the teacher and within Sacred Heart Secondary School ICT acceptable usage policy 	<p>✓</p> <p>✓</p> <p>Aug 28th ↓ Sept 8th</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Aug 2020</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p><u>Physical Distancing</u></p> <p>Staffroom</p> <p>Management of Meetings</p>	<p>Arrangements for the staffroom are as follows:</p> <ul style="list-style-type: none"> • Staff Room has been reorganised and provisions are in place to minimise the transmission of Covid-19.(Workstations a minimum 2m apart, appropriate spacing allowed for entry and exit) • Gatherings of staff at the beginning, during and end of working hours is strictly limited. This is partly facilitated by the ‘staggered’ breaks in operation • Extra delegated work areas for staff are available throughout the school • Seating arrangements will be modified to ensure that staff sit 2 metres apart throughout the day whilst working or eating and avoid all physical contact with co-staff • Seating areas will be clearly marked with signage indicating areas where seating is not permitted • Staff are also advised to bring their own cutlery, cups, plates, bowls etc. to school each day • Posters / Illustrations of 2 metre spacing shall be posted to clearly demonstrate social distancing • Those using the staff room should practice good respiratory etiquette at all times i.e. coughing / sneezing into a tissue or the back of the elbow • Meetings, as much as possible, are conducted using Google Classroom • Where face to face meetings are absolutely necessary, the length of the meeting will be kept to a maximum of 40 minutes and the numbers attending are to be kept to a minimum. At all times participants must maintain physical distancing at the advised 2 metres and practice good respiratory etiquette 	<p>✓ Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p><u>Physical Distancing</u></p> <p>Entrance and Exit Points</p> <p>Covid-19 Supervision</p> <p>Corridors</p>	<ul style="list-style-type: none"> • Each morning and directly before school ends, entrances will be held open to allow for the free flow of staff / students from the building • Entrance/Exit points to/from the school building facilitate one way directional movement thereby maintaining physical distancing protocol as much as is reasonably possible • School entry is now limited to staff & students • Visitors are only permitted to attend the school by appointment only • Appropriate signage will be posted at the front door of our school • An automated front door locking system with keyless entry by use of a key fob for all staff. An automated touch free sensor installed to allow for exit of all staff and students • Student supervision, to include break times and ‘before and after’ school, increased, to ensure appropriate covid-19 protocols are implemented • Breaks are organized and ‘staggered’ in such a way as to ensure physical distancing by reducing staff and student numbers ‘out of classes’ at a particular time. (Time table reconfigured to facilitate this) • End of day departure from classrooms on the same corridor is also staggered approx.1-2mins apart • Teachers are responsible for coordinating / staggering those students leaving classrooms in areas that may lead to unnecessary congestion. • All students and staff adhere to a one way directional movement protocol where possible as indicated by floor demarcation. In instances where this is not possible, two way directional movement is facilitated by the use of clearly defined floor demarcation indicating direction of movement and no ‘crossover’ • Lockers are removed from hallways / corridors to maximise available space in these areas for the purposes of free movement throughout 	<p>✓ Aug 2020</p> <p>✓ ✓</p> <p>✓</p> <p>✓</p> <p>✓ Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓ Aug 2020</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p><u>Physical Distancing</u></p> <p>Canteen ,Indoor and Outdoor areas</p> <p>Outdoor seating</p> <p>Toilets</p>	<ul style="list-style-type: none"> •Floor markings in place to ensure good social distancing is maintained at least 1 metre for those queuing •Canteen seating are such that all seating is clearly marked indicating where students can sit thereby maintaining social distancing •All other indoor areas designated as eating areas are clearly marked so to maintain appropriate social distance •Picnic tables are provided in appropriate areas to facilitate outdoor eating and sit down during break periods •Congregation is not permitted in the toilet blocks •Those using the facilities shall adhere to physical distancing as much as is reasonably possible •An indicator LED occupancy display is mounted outside both staff and student toilet blocks throughout the school to ensure physical distancing protocol is adhered to at all times •Floor demarcation is used outside the toilet blocks to ensure physical distancing for students waiting to use toilet facilities 	<p>✓ Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓ Aug 2020</p> <p>✓</p> <p>✓ Aug 2020</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p> <p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p>
<p>Ventilation</p> <p>Humidifiers</p>	<ul style="list-style-type: none"> • Ventilation is maintained as much as possible throughout the school • Windows to be kept open to ensure good ventilation in the staffroom, office areas, classrooms and toilets • Doors are also opened to facilitate ventilation and air circulation • This task is designated to the caretaker prior to the beginning of the school and will be maintained by staff throughout the day • Radiator humidifier units are fitted to ensure optimum humidity level in classrooms 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓ Oct 2020</p> <p>✓</p>		<p>BOM Principal Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Hand Hygiene</p>	<p>Regular hand washing with soap and water is very effective in tackling COVID-19. Sacred Heart Secondary School shall ensure that appropriate hygiene facilities are in place to accommodate staff and students in adhering to hand hygiene measures. Posters on how to wash hands will be displayed in appropriate locations.</p> <p>Staff & Students shall:</p> <ul style="list-style-type: none"> • ensure they are familiar with and follow hand hygiene guidance and advice • wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular: after coughing and sneezing, before and after eating, before and after preparing food, if in contact with someone who is displaying any COVID-19 symptoms, before and after being on public transport (if using it), before and after being in a crowd, when arriving and leaving school, when hands are dirty, after toilet use <p>Staff and students shall:</p> <ul style="list-style-type: none"> • avoid touching their eyes, mouth, or nose • use hand sanitiser/hand wipes/hand washing facilities frequently • not share objects that touch their mouth, for example, bottles or cups • use own pens and equipment • Where equipment is shared between students, then this too should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms i.e. on/off buttons etc. 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>Sept 2020</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff</p> <p>Catering personnel</p>
<p>Canteen Cashless Payment</p>	<p>A cashless payment system is in use in our school canteen to minimise risk posed by hand cash exchange</p>	<p>✓</p>		<p>Catering personnel</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Hand Sanitiser</p> <p>Sanitising spray, wipes and cleaning tissue</p>	<p>The use of sanitiser is a critical measure limiting the spread of Covid-19. Hand sanitiser units are provided as follows:</p> <ul style="list-style-type: none"> • At Entrances / Exits – must be used when entering and leaving the building • Outside each toilet block– must be used going into and out of the toilets. • Outside the staff room door – must be used entering the staff room • Inside the staff room – should be used after washing hands. • Inside each classroom door – to be used regularly • In canteen areas • In office areas • In all meeting areas where students and/or staff may congregate. • In practical rooms – i.e. labs, computer room etc. and should be used to wipe down equipment after class. All persons entering school shall be directed to sanitise their hands and additional hand washing stations shall be provided where possible <p>Sanitising spray, wipes and cleaning tissue is located at each teacher’s desk – to clean down all surfaces such as teacher desk, student desks and chairs, computer keyboard/mouse after use</p> <ul style="list-style-type: none"> • In the staff room – for everyone to clean surfaces before and after preparing and consuming food/beverages • In the canteen – to clean tabletop surfaces 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Designated Cleaning Staff</p>
<p>Respiratory Hygiene</p>	<p>In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary in Sacred Heart. Staff & students shall:</p> <ul style="list-style-type: none"> • adopt good respiratory hygiene and cough etiquette i.e. using a tissue or a bent elbow to avoid dispersing droplets into the air. • ensure they are familiar with and follow respiratory hygiene guidance including correct mask wearing protocol • Posters / Illustrations shall be posted to clearly demonstrate social distancing along with good respiratory etiquette throughout the school 	<p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Staff Students</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Specialist Rooms</p> <p>Technology; Art; Music; Home Economics; Science: Biology; Physics; Chemistry</p> <p><i>Ref: Return to School Guidance for Practical Subjects in Post Primary Schools and Centres for Education</i></p>	<p>The potential for cross contamination is higher in practical rooms due to shared use of equipment in any classroom.</p> <p>Arrangements for Specialist Rooms are as follows:</p> <ul style="list-style-type: none"> • Where students are moving to specialist classrooms, to the greatest extent possible they should sit with their base classroom classmates. • In the case of music performance, this should take place in a well-ventilated space with social distancing observed. Such activity should be for a maximum of 10 minutes with the space being aired appropriately afterwards. • Where possible teachers should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down • All rooms will be cleared out to maximise the available space for social distancing i.e. all non-essential equipment, furniture, and other items will be removed • Where students need to move about within the classroom to perform activities (access to shared equipment etc.), the teacher will be responsible for organising the room to the greatest extent possible to minimise congregation around point of access to the shared resource • Multiple sanitising stations are in position throughout these rooms • Staff / students are asked to clean down specialist room equipment etc. using the PPE provided i.e. sanitising spray or wipes. This should be done at the start and end of each class • Where equipment is shared between students, then this too should be cleaned down before and after use. Teacher to advise students on the common touch points in the specialist rooms; on/off buttons etc. • All rubbish to be disposed in a suitable bin 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>BOM Principal Specialist teaching staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p align="center">PE and Sports</p> <p><i>Ref: Return to School Guidance for Practical Subjects in Post Primary Schools and Centres for Education</i></p>	<p>Arrangements for the students use of the Sports Facilities:</p> <ul style="list-style-type: none"> • Changing Rooms will be strictly limited in terms of availability of use • Showers will not be available for use • Appropriate physical distancing must be maintained at all times during use of the gym and outdoor training facilities (astra turf, tennis) • Sanitising stations are in position at entrance/exits as well as in and around the sports hall and gym • Students should arrive to school changed and 'ready to train' and not require the use of a changing area prior to the class commencement • Teachers shall organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups • The contact aspect of sports will be avoided and instead focus will be placed on fitness and skills, which can allow maintenance of social distancing during practices • Students are not permitted to spit or clear their nose in the presence of others and will be reminded of coughing and sneezing etiquette • Any unnecessary physical contact will be discouraged, such as high fives, handshakes, fist bumps, hugs or huddles and ensure that celebrations or greetings don't involve contact • The teacher supervising will communicate any concerns they have during the class to ensure issues can be addressed quickly • Students must not share water bottles, towels etc. with others • Supervision of students required at all times • Gym equipment to be sanitized before and after use. An antimicrobial cleaning 'fogging machine' is available for the purpose of equipment sanitization as required 	<p align="center">✓ Aug 2020 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p align="center">Low</p> <p align="center">Requires monitoring</p>	<p align="center">BOM Principal PE department staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Offices</p>	<p>As the central location in the school for staff and students the following measures are necessary to safeguard the school community.</p> <p>Control Measures:</p> <ul style="list-style-type: none"> • Visitors to the school will be by appointment only i.e. main entrance will be locked during class times • Students are not permitted in the office. Staff have limited access and must adhere to physical distancing based on floor demarcation in place • A polycarbonate screen will be used to protect those in the main office and in reception • PPE such as masks will be available from reception • Messages for staff will be delivered via email as appropriate • Office staff shall be responsible for keeping workstation surfaces clear and clean i.e. wipe with sanitizer regularly throughout the working day • Office staff shall be positioned so there is always a social distance of 2 meters between colleagues sharing the same space • Windows will be opened to ensure good ventilation in the area • Visitor Books and Sign in / Sign out books will be filled out by those in the office and not by students / parents signing the student out • Cash payments will be discouraged. Any cash payments will be quarantined for 72 hours before handling / depositing • Parents / students will be advised to ensure that they bring all items that are needed for a given school day. A drop off box will be placed at the main school entrance for forgotten lunches, etc. <p>Sanitising spray and hand sanitizing gel available at the drop off area</p>	<p>✓ Aug 2020 ✓ Sept 2020 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Administration/Office Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p><u>Visitors to the school</u></p> <p>Parents, Guardians etc.</p> <p>Contractors on site</p>	<p>Arrangements for Visitor Meetings on the school premises are as follows:</p> <ul style="list-style-type: none"> • School Entrance will be locked at all times with the exception of before school begins and ends (automated locking system in place) • Visitors will be informed of the requirement to make an appointment • All visitors must sign the 'Visitor Self Declaration Form' in accordance with Health and Safety Control of Covid-19 Visitors Policy and complete a 'Contact Tracing form' • Advice on the COVID-19 measures will be visible to ensure that visitors are also adhering to what is required using appropriate signage • All visitors will wait outside and call reception for direction • A weatherproofed covered waiting area has been provided • Sanitizing stations in position at all school entry points and the visitor / member of staff are expected to use it • All parents, guardians etc. collecting students are to wait outside the main entrance and are not to enter the school building unless approval has been granted by management • Drop box available at school door for drop offs <p>Contractors may be required in the school to carry essential work</p> <p>For necessary construction work in the school:</p> <ul style="list-style-type: none"> • A system for recording visits to the school(s) by contractors is in place • All contractors must sign the 'Visitor Self Declaration Form' in accordance with Health and Safety Control of Covid-19 Visitors Policy • All contractors are required to complete a 'Contact Tracing form' • The school's measures i.e. physical distancing, hand hygiene and respiratory etiquette must be maintained by all contractors 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Administration/Office Staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Management Of school deliveries</p>	<p>Arrangements for deliveries:</p> <ul style="list-style-type: none"> • Signage is in place externally advising delivery personnel to contact reception before attempting to enter the building • Deliveries to the school will be advised to wait outside and call the number provided on the signage • Over the phone, they will then be advised to drop any delivery in the reception porch. School personnel will then come out to collect • Appropriate sanitising arrangements are in place at points of school access, and set down areas 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>BOM Principal Administration/Office Staff</p>
<p>Special Education Needs</p> <p><i>Reference: Guidance for Schools Regarding Special Needs Assistants (SNAs) Supporting Children and Young People with Additional Care Needs in the Context of COVID-19</i></p> <p>V1.0 05.10.2020</p>	<ul style="list-style-type: none"> • SNA staff have been appraised of the guidance document referenced • It is recognised that for children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical to implement • Staff who work with children with medical needs in the school environment should apply standard precautions, as per usual practice • Hand Hygiene and Respiratory Etiquette to be maintained at all times • The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical. However the wearing of a visor as an alternative to a facial covering will be considered where there is a concern that physical distancing cannot be maintained or where there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely • Children who are unable to wash their hands by themselves should be assisted to clean their hands using either soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously • Equipment used to deliver care shall be maintained and cleaned using standard sanitising practices so as to ensure the high level of hygiene 	<p>✓</p> <p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Requires monitoring</p>	<p>Principal and/or Deputy Principal Teaching staff SNA staff</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
School travel	<ul style="list-style-type: none"> • Arrangements around student travel on buses is subject to DES circulars • School tours and trips will not take place at the present time and will be reviewed in line with any updated Public Health advice 	Aug 2020 ✓ ✓	Requires monitoring	BOM Principal
COVID-19 Suspect Case	<p>Staff / students with symptoms / suspected symptoms will be accompanied initially to one of two designated isolation rooms. Each isolation room is well ventilated and is stocked with a PPE Pack i.e. appropriate tissues, hand sanitiser, disinfectant and/or wipes, gloves, masks, & clinical waste bags.</p> <p>In a covid-19 suspected case:</p> <ul style="list-style-type: none"> • the accompanying designated staff member should be at least 2 metres away from the symptomatic person and also ensure that others maintain a distance of at least 2 metres from the person at all times • where it is a member of staff, assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home • where it is a student, assess whether the unwell individual can immediately be collected by a parent / guardian at home Public transport of any kind should not be used • facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home • advice shall be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. • carry out an assessment of the incident which will form part of determining follow-up actions and recovery • arrange for cleaning of the isolation area and work areas involved. • provide advice and assistance if contacted by the HSE 	Aug 2020 ✓ ✓ ✓ ✓ ✓ ✓ ✓	Medium	Principal Deputy Principal Covid response team personnel as appropriate

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>Contact Tracing</p>	<p>The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting staff, students and the wider school community.</p> <p>Sacred Heart Secondary School shall adopt the following measures:</p> <ul style="list-style-type: none"> • Use the attendance module on VS Ware for the purposes of tracing the whereabouts of staff / students in any given week for the specific purpose of contact tracing • The visitor sign-in book will also be used for the purposes of contact tracing • All visitors must sign the 'Visitor Self Declaration Form' in accordance with Health and Safety Control of Covid-19 Visitors Policy and complete a 'Contact Tracing form' • The sign in / sign out book will also be utilised for tracing students • A seating plan for each student will be available for the purpose of establishing 'close contacts' <p>Should staff be identified as coming into contact with someone suspected of having Covid-19 they shall:</p> <ul style="list-style-type: none"> • make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing • self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms • report to the Principal immediately if any symptoms develop during their working day 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p>	<p>Principal Deputy Principal Covid response team/LWR personnel as appropriate</p>

Area of concern/Identified risk	Control measures	In place? Yes/No Date (as appropriate)	Risk Rating with controls	Action Implementation (person responsible)
<p>School Evacuation</p> <p><i>-School safety plan-</i></p>	<p>Whilst physical distancing should be maintained as much as is reasonably possible, efficient evacuation of the school takes precedence.</p> <ul style="list-style-type: none"> • A practice drill will take place periodically throughout the school year to test the evacuation procedures involving a particular year group on a designated day thus allowing for adequate physical distancing • Assembly Point Signage is spaced out to minimise the congregation of students in one fixed area i.e. in the tennis courts area at the back of the gym, signage has been positioned in such a way so as to keep year groups as far apart as possible in the event of an evacuation 	<p>Aug 2020</p> <p>✓</p> <p>✓</p>	<p>Low</p>	<p>BOM Principal Safety committee members Staff</p>
<p>First Aid Administration</p>	<p>Key Control Measures when administering First Aid:</p> <ul style="list-style-type: none"> • Standard infection control precautions are applicable when responding to any first aid incident in the school. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment • Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case. In such cases, move individual to one of the two designated Isolation rooms to minimise risk of infection to others • Only one First Aid Responder to provide support, where practical • Persons with minor injuries (cuts, abrasions, minor burns) - First Aid Responder shall avoid close contact and advise the injured party what steps to take in treating their injury where practical • If a person is in cardiac arrest then compression only CPR shall be applied 	<p>Aug 2020</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Low</p> <p>Medium</p>	<p>Designated First Aid Responders</p>

Appendices: (ref: all attached/included school Des/HSE/HPSC Covid -19 related documentation)

Cleaning Staff - General Cleaning protocols

- Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried
- The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school
- Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt
- The manufacturer's instructions for mixing, using and storing solutions must always be followed
- Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours
- Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen
- Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets)
- Always clean high surfaces first, and then low surfaces
- Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets
- Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day
- Ideally, reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble dried

General Cleaning protocols continued:

- Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions
- Buckets should be emptied after use, washed with detergent and warm water and stored dry
- If equipment is stored wet, it allows germs to grow increasing the risk of cross infection

Classroom- Student Cleaning Protocol

1. If students are to remain in the classroom for the next lesson, there is no need for them to sanitize their work areas. However, the teacher will need to sanitize his/her work area and wipe the various touchpoints (keyboard of desktop, duster and door handles) before leaving
2. If students are timetabled to leave the room for their next class, STOP the lesson five minutes before the end
3. Ask students to pack their bag -ensuring everything has been cleared- and direct them to put bag on back
4. Nominate one student to sanitize hands and take paper towel roll from basket. Teacher sanitizes own hands, too, at this point
5. Teacher takes spray and sprays every desk and seat while the nominated student hands out a small amount of paper towel to each of her classmates
6. If you feel uncomfortable walking around room and spraying, nominate another student to hand sanitize and, then, spray each desk and chair
7. Student wipes their own table and back (touch points) of chair and uses this tissue to push chair under the table. They are NOT to use their bare hands
8. Students stand and wait until all areas have been clean
9. Students carefully walk to exit door, dispose of their tissues in bin and hand sanitize before leaving the room
10. Teacher sanitizes own work area and wipes various touchpoints (keyboard, duster and door handles) before leaving the room

