



**Sacred Heart Secondary School,
Drogheda**

**Risk Assessment to minimize the risk of being exposed
to Covid-19**

August 2020

Updated Risk Assessments to minimise the risk of exposure to Covid-19

The process involved consultation with all school staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the Board of Management in Sacred Heart Secondary School to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff are involved and participate in safety, health and welfare issues within the school and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Sacred Heart Secondary School in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the school:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress

- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Hazards	Is the hazard present ?Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action	Person responsible	Signature and date when action completed
COVID-19	Y	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Y	<p>Raise awareness and continue to reinforce the public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Complete the School COVID-19 Policy Statement</p> <p>Share the SHS Covid-19 Policy Statement to all members of the school community</p> <p>Return to Work Forms received and reviewed</p> <p>Whole school facilitated to Undertake HSE Induction Training prior to reopening school</p> <p>All staff and students issued with personal hand sanitiser and bespoke mask. Staff issued with additional personal Covid pack and visor.</p> <p>Maintain log of staff, student and visitors to the school.</p> <p>Review and complete checklists as required to include:</p>	<p>Ms. Leoni Carroll (P)</p> <p>Ms. Deirdre Lynch (DP)</p> <p>Ms. Caroline Sheelan (LWR)</p> <p>Ms. Veronica Mullen (LWR)</p>	<p><i>Leoni Carroll</i></p> <p><i>Deirdre Lynch</i></p> <p><i>Caroline Sheelan</i></p> <p><i>Veronica Mullen</i></p>

						<ul style="list-style-type: none"> • Checklist for school management • Physical distancing requirements • Checklist Lead Worker Representative • Checklist for cleaning • Other school specific checklist 		
Hazards	Is the hazard present ?Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action	Person responsible	Signature and date when action completed
COVID-19	Y	Illness	H	School Covid 19 protocols for Follow framework to maintain physical distancing	Y	<p>Follow framework to maintain Physical distancing in the classrooms</p> <p>Reconfigure the classrooms to facilitate a one meter distance between students and two meters from the teacher.</p> <p>Additional classrooms built to facilitate all class groups in the one classroom</p> <p>Righthand system of students moving around the school to continue for students walking to and from classrooms and along the stairs.</p> <p>dents to move to classrooms if movements equired and are permitted to enter the</p>	<p>Ms. Leoni Carroll (P)</p> <p>Ms. Deirdre Lynch (DP)</p> <p>Ms. Caroline Sheelan (LWR)</p> <p>Ms. Veronica Mullen (LWR)</p>	<p><i>Leoni Carroll</i></p> <p><i>Deirdre Lynch</i></p> <p><i>Caroline Sheelan</i></p> <p><i>Veronica Mullen</i></p>

					<p>ool prior to the arrival of the teachers</p> <p>Students classroom based and all classes from a year group are located on the one corridor to reduce movement and mixing of year groups.</p> <p>Seating plans agreed at the start of the year to prevent movement, records of seating plans maintained on s shared teacher space.</p> <p>Students eat their lunch in their base classroom at their own table. Cafeteria suspended to prevent queuing and mixing of groups</p> <p>Staff room facilitates i.e. Fridge, microwave suspended to enable 2 meter distance for staff during break and lunchtime.</p> <p>Additional overflow staff room built to facilitate physical distance between staff during lunch and work. Additional spaces available for staff to eat in pods.</p> <p>Orientation programme for staff and students to include training on the SHS Response plan prior to a return to school.</p>		

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COVID-19	Y	Illness	H	School Covid 19 protocol for contact tracing	Y	<p>Visits to the school from parents, speakers etc. requires prior appointment sanctioned by the Principal/Deputy Principal</p> <p>All visitors required to sanitise hands and complete the contact tracing form available in the reception area.</p> <p>Log maintained by the school</p> <p>Parent Vsware app. purchased to ensure that attendance records are up to date and maintained daily, and email facility to share information directly with parents supporting contract tracing if required.</p>	<p>Ms. Leoni Carroll (P)</p> <p>Ms. Deirdre Lynch (DP)</p> <p>Ms. Caroline Sheelan (LWR)</p> <p>Ms. Veronica Mullen (LWR)</p>	<p><i>Leoni Carroll</i></p> <p><i>Deirdre Lynch</i></p> <p><i>Caroline Sheelan</i></p> <p><i>Veronica Mullen</i></p>

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COVID-19	Y	Illness	H	School Covid 19 protocol for Cleaning	Y	Checklist for cleaning schedule completed and reviewed.	Ms. Leoni Carroll (P)	<i>Leoni Carroll</i>
						Cleaning requirements outlined to staff	Ms. Deirdre Lynch (DP)	<i>Deirdre Lynch</i>
						Additional contractor cleaners appointed to clean the school for 3hrs a day, Mon – Friday.	Ms. Caroline Sheelan (LWR)	<i>Caroline Sheelan</i>
						The protocol for student and staff taking responsibility for cleaning equipment, materials & furniture explained during the orientation programme. Communication of same sent to parents/guardians prior to reopening of school.	Ms. Veronica Mullen (LWR)	<i>Veronica Mullen</i>
						Hand sanitisation points located at entry and exit point to the school, every classroom, offices, staff room and along the corridors.		
						Cleaning materials available in all classrooms, offices, staff rooms.		
						LWR responsible for monitoring and		

						<p>purchasing of cleaning materials and equipment on a regular basis.</p> <p>Cleaning protocol outlined to staff during orientation programme (Aug 2020) in the incidence of a suspected case.</p> <p>School sanitised using Zoono (30 day sanitizer) every month by contract cleaners</p>		
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COVID-19	Y	Illness	H	School Covid 19 protocol for dealing with a suspected case	Y	<p>All contact details for staff and student updated on Vsware to include next of kin for staff</p> <p>All staff attended a virtual training to update on the necessary school protocol for a suspected Covid 19 case.</p> <p>Student/staff brought directly to the care cabin using the most direct route, preferably outside the building.</p> <p>Principal/Deputy Principal/Secretary informed of suspected case to assist with supervision of class if required.</p> <p>Contact made with parents/guardians/next</p>	<p>Ms. Leoni Carroll (P)</p> <p>Ms. Deirdre Lynch (DP)</p> <p>Ms. Caroline Sheelan (LWR)</p> <p>Ms. Veronica Mullen (LWR)</p>	<p><i>Leoni Carroll</i></p> <p><i>Deirdre Lynch</i></p> <p><i>Caroline Sheelan</i></p> <p><i>Veronica Mullen</i></p>

					<p>of kin to inform and collect their daughter/member of their family</p> <p>Care cabin log completed by school staff member present.</p> <p>Students monitored until collected by guardian</p> <p>Care cabin locked until the area is cleaned by staff member.</p> <p>Where relevant, a classroom will be vacated and fully sanitised by contract cleaners at the earliest convenience.</p> <p>All further advice from Public Health regarding a suspected case identified as a positive case is followed.</p>		
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If there is one or more High Risk (H) actions needed, then the risk of injury could be high an immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Leoni Carroll (Principal)

Date:

17th August 2020