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THE BURROW SCHOOL

CORONAVIRUS (COVID-19) RISK ASSESSMENT

Private & Confidential.

August 2020.

STEP No.	JOB STEP {List the steps required to perform the task in the sequence they are carried out}.	Social distancing applies?		Close Working applies?		POTENTIAL HAZARD {Against each step list the potential / risk hazards that could cause injury / damage when the task step is performed}.	Probability	Consequence	Risk Rank	REQUIRED HAZARD CONTROL {For each hazard identified list the control measures required to eliminate or minimise the risk of injury}
		Yes	No	Yes	No					
1.	<i>Exposure to Coronavirus (COVID-19) as a result of transmission through the community during the current pandemic.</i>					Coronavirus (COVID-19)	A	2	H	<p>(a) The risk of contracting Coronavirus (COVID-19) in Ireland has now increased and the country continues to address same within the context of the Delay / Prevention Strategy. The priority of The Burrow School as always, is the health of our school community, members of the public and local communities. We are committed to protecting the well-being of our staff members and pupils, so far as is reasonably practicable, and we all must take pro-active measures to safeguard this.</p> <p>(b) The associated documents entitled 'COVID-19 Information' and the H.S.E. Circulars {HR Circular 014/2020 H.S.E.} outline: Social Distancing in the Health Sector; HR Circular 017/2020: Update re Social Distancing in the Health Sector; HR Circular 019/2020 Essential Service under new Public Health Guidelines COVID-19; COVID-19 School Response Plan – Primary & Secondary Schools (Draft) - Department of Education; and COVID-19 Interim Recommendations for the Re-Opening of School & Educational Facilities (Version 0.8 24.06.2010) - the actions that we can all take to help each other and overcome this unprecedented situation together.</p>

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2.	Contracting COVID19 due to Exposure to the Virus.					Coronavirus (COVID-19) - General	A	2	H	<p>Ensure compliance with the procedures of The Burrow School & the Department of Health advice in relation to access / egress from the school, social distancing, hand washing, work patterns, close working, ongoing management & location of staff members in school, pedestrian traffic routes etc.</p> <p>Measures taken include:</p> <ol style="list-style-type: none"> 1. Arrival time is between 8.35am and 8.55am, allowing a 20 min period for children to arrive and enter the building. 2. Parents are not permitted beyond the gate, with the acceptance of infant parents and 1st class parents (for the first week only). 3. Each class has been designated a different door for entry and exit. There will be no lining up in the yard. 4. Children must sanitise their hands before entering the building. 5. Exit doors have been designated to limit movement in corridors to assist children to keep their distance. 6. Hand sanitising facilities are in every room and at the doors. 7. Class breaks will be staggered for children and staff. 8. Children will play within their class bubble/pod in class and play freely in the yard. 9. Each class has been assigned a designated play space within the playground to prevent class bubbles from mixing. 10. A designated isolation room area has been identified. 11. Timetables have been designed and implemented to minimise contact between class bubbles. 12. Occupancy in the staff room will not exceed five individuals.

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3.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic.</i>					Coronavirus (COVID-19) - Hygiene	A	2	H	(a) Wash hands using soap and warm water regularly and for a minimum of 20 seconds, using the correct hand washing techniques. (b) Maintain the social distancing of 2 metres. (c) Regularly use hand sanitizer throughout the day. (d) Do not touch your face. (e) If staff member exhibits Covid-19 symptoms do not attend work (f) Parents advised not to enter school grounds if exhibiting Covid-19 symptoms (g) Parents have been advised that children exhibiting Covid-19 symptoms should not attend school (h) Recommended signage from the HSE is displayed throughout the school and in every room. (i) Children will eat from their lunchbox and will sanitise their hands before eating and after playtime. (j) All staff have been provided with appropriate materials for sterilising equipment (Dettol spray, antibacterial wipes). (k) Toilets have been allocated to specific classes to avoid children meeting with other children from outside their bubble.
4.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic.</i>					Coronavirus (COVID-19) – Classrooms, SEN rooms, Reception area and Staffroom	A	2	H	(a) The school will be deep cleaned daily at the end of the school day, with all high touch surfaces receiving an additional clean during the school day by the caretaker at little break in line with the DES guidelines.

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5.	Contracting COVID19 due to Exposure to the Virus.					Coronavirus (COVID-19) –Face coverings	A	2	H	<p>(a) The use of face coverings by The Burrow School staff is mandatory where a distance of 2 metres cannot be maintained. As per HSE guidelines, masks may not prevent a person from contracting COVID-19 infection. Wearing respiratory protection will only prevent / control the spread of the virus from an already infected person.</p> <p>(b) If you chose to wear respiratory protection, the mask must be changed on a regular basis i.e. once a disposable mask is removed it must be disposed of. This will prevent cross contamination. Staff have the option to wear their own cloth face masks but these should be washed on a 60 degree cycle every day.</p> <p>(c) Wash hands prior to placing the respiratory protection onto the face.</p> <p>(d) Do not touch the inside of the respiratory protection when placing onto the face.</p> <p>(e) Do not handle the inside of the respiratory protection whilst fitting, as cross-contamination can occur when handled.</p> <p>(f) Respiratory protection will prevent the spread of the COVID-19 virus by preventing the spread of droplets.</p> <p>(g) Dispose of all respiratory protection and disposable gloves into the bins provided, immediately when removed.</p> <p>(h) Do not handle the outside of the mask or pull the mask away from face.</p> <p>(i) Place the masks to be disposed of directly into the bins provided after each use.</p> <p>(j) Peel gloves away from the hands, without touching the outside section of the gloves.</p>

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6.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic.</i>					Coronavirus (COVID-19) – Avoiding Close Working.	A	2	H	(a) Social distancing will be implemented in The Burrow School, with 2m social distancing markings in place. All adults are required to adhere to the 2m social distancing /as is practicable within the school setting. (b) Hand sanitizers have been placed throughout the school All staff members and students should utilise them regularly. (c) Visitors are also requested to only enter the school by appointment. A contact log tracing sheet will record the arrive time date and duration and purpose of their visit.
7.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Avoiding Close Working.	A	2	H	Practices have been put in place to try to avoid close working. In line with DES guidelines, where a 2m distance cannot be maintained, staff will wear a face covering
8	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – If Close Working cannot be avoided – Pre-conditions.	A	2	H	(a) No staff member has symptoms of COVID-19. (b) PPE {e.g. full-face shield, masks, etc.} is available & worn by all staff members. (c) Prior to donning the appropriate PPE, staff members shall wash & sanitise their hands thoroughly

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9.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Close Working – Precautions if no Physical Contact.	A	2	H	(a) Staff members will wear face coverings
10.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Close Working – Precautions if Physical Contact (e.g. First Aid required).	A	2	H	(a) Staff members will wear masks (and/or full-face shields), gloves, if considered necessary. {in normal circumstances, the use of masks (or full face shield) should prove to be more than sufficient for purpose}. (b) On completion of the task, any contaminated PPE must be appropriately disposed of in accordance with the School Procedures therefor. (c) At the end of the task, all equipment must be sanitised properly & all surfaces wiped down.
11.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Supervision	A	2	H	(a) Ruth Johnston will act as the C-19 Compliance Officer for The Burrow School. Ongoing audits will monitor compliance thereof by staff members of The Burrow School and any visitors to the school. (b) Any issues arising will be formally recorded and dealt with between these two parties on an ongoing basis. (c) Lead Worker Representative is Lynn Harley (d) Deputy Lead Worker Representative is Maeve Swindell

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12.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Temperature	A	2	H	An infrared thermometer will be available on the premises should a member of staff or a student feel unwell during the school day. Any person with a temperature reading of that in line with COVID-19 symptoms should leave the premises and follow HSE guidelines.
13.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Self-Declaration/Return to Work Form	A	2	H	(a) All staff members-are required to complete the Return to Work Form at least three days prior to commencing work and submit same to The Burrow School.
14.	<i>Exposure to Coronavirus (COVID-19) as a result of Transmission through the Community during the Current Pandemic</i>					Coronavirus (COVID-19) – Contact Tracing Form/Sign in/out Form.	A	2	H	(a) All staff members, and any visitors to the school are required to submit the following information for the contact tracing log: Name, address, phone number, email, reason for visit, persons they are visiting in the school, time spent with each person. Time they entered and exited the school. (b) We would stress that any G.D.P.R. implications relating thereto will be complied with in full.