



O'Connell Primary School Risk Assessment

August 30th 2021

	Level	Risks	Control measures	Personnel responsible
Morning	H	Pupils not lining up Pupils interacting with other pupils Parents not following guidelines and not social distancing Parents late Pupils not queueing to hang up coats Pupils not hand sanitising Pupils not sitting in their own seats on entry Wet mornings	Protocols for Daily Morning Assembly: See plan below Parents will be requested not to bring their children to school until 8:30 am. When children arrive they will go to their designated line and parents will leave the yard immediately. Pupils will be reminded of the importance of socially distancing in the yard. A drop off system will be in place for children who arrive by car. There will be no parking in the yard. The bell will ring at 8:50 and classes will enter the school in order through their assigned door which is numbered. The side doors will be monitored by a teacher from 8:50-9:05 to assist in sanitizing and social distancing protocol. This teacher will be responsible for opening and	Teachers & SNAs Parents Mr McHugh Ms O'Keefe

			closing the door. On wet mornings the children will be allowed enter the school in an orderly fashion and corridors will be monitored principal/vice principal. Door 1 is the side door beside the handball alley, Door 2 is the main entrance at the principals office, door 3 is the side door beside the shed and door 4 is in back yard Room 3 will enter Door 2 first Room 4 will enter Door 2 after room 3. Room 12 will enter door 3 followed by room 11 and finally room 10. Room 13 will enter door 1 followed by room 14 and finally room 15. Room 5 will proceed to back yard to enter door 4. Room 6 will then enter door 4 in the back yard. The last class to enter each side door will use the toilet at this time. Room 15 will use toilet number 2 located beside the Art room and Room 10 will use toilet number 4 located beside Nurture Room room. Other classes will follow the toilet schedule set out below. Pupils in older classes can hang their coats on the back of their chairs so as to avoid congestion around the coat racks in classes from 3rd - 6th. They can hang these up during the course of the morning or as going to the toilet. Teachers to teach -correct lining up protocols -entering and leaving the school -sanitising of hands on entry -rules re hand hygiene/respiratory hygiene, staying in seat -yard protocols -Pupils are not to have responsibility of opening and closing doors. Only the teacher or SNA will open or close classroom doors. The entry doors to the school have been changed to key fobs which mean staff	Pupils
				SNAs
				Parents
				Teachers

			do not have to enter codes on the pads. Staff should enter the school using the main door (number 2) every morning and use their touch free key fob. Staff are responsible for their key fob and must have it on them at all time. Lost key fobs will have to be replaced.	
Dismissal	H	Social distancing not being maintained by parents Parents not abiding by line up regulations Late pick ups Pupils going to after school Activities Homework/ Art Clubs Cars parking in the yard	Daily Dismissal: See Exit Plan below Pupils from Room 3 and 4 (Second class) will exit through door 2 at 2:25pm and the teacher and Sna will walk them to their parents and parents will be asked to leave the yard as quickly as possible. If the parent has another child in a senior class they can wait but must observe the social distancing guidelines. Pupils from Room 6 and 7 (Third class) will exit through door 1 at 2:25pm and the teacher and Sna will walk them to their parents and parents will be asked to leave the yard as quickly as possible. If the parent has another child in a senior class they can wait but must observe the social distancing guidelines. Pupils from Room 10 and 11 (fourth class) will exit through door 3 at 2:30pm and the teacher and Sna will walk them to their parents and parents will be asked to leave the yard as quickly as possible. If the parent has another child in a senior class they can wait but must observe the social distancing guidelines. Pupils from Room 15 and 14 (fifth class) will exit through door 3 at 2:30pm and the teacher and Sna will walk them to their parents and parents will be asked to leave the yard as quickly as possible. If the parent has another child in a senior class they can wait but must observe the social distancing guidelines. Pupils from Room 12 and 13 (sixth class) will exit through door at 2:35pm and the teacher and Sna will walk them to their parents and parents will be asked to leave the yard as quickly as possible. Room 12 will exit through door 3 and Room 13 will exit through door 1. The exit doors will again be monitored by a teacher to assist with social distancing and sanitizing. This teacher will be responsible for opening and	Teachers +SNAs Designated staff SNAs Principal

			closing the doors and ensuring no parents enter the school building. There will be no after school clubs for the month of September and this will be reviewed following guidelines and best practice. Actions to be carried out: The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child. The principal will ask parents to ensure that outside Afterschool Clubs must collect children on time. If a parent is late on more than one occasion a meeting will be arranged with the principal. In exceptional circumstances pupils will proceed to a designated Late Line up area.	Principal
SEN	H	Size of the rooms. Mixed groups Teacher has higher exposure - Mixed groups -EAL/ Lit/Num/EBD Use of materials/resources	Risk Assessment SEN Smaller groups will be created where possible. Pupils from the same class will be grouped together where possible in SEN groups. SEN groups will consist of boys from the same year group. Timetabling of SEN classes to be amended to take account of new break times A mobile interactive board will be placed in the new room beside door 1. Sanitisers will be placed at the entrance to 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. Tall shields may also be purchased if a SEN teacher requests it. Teachers are advised not to stoop down to pupils if possible Staff who want to will use face shields in addition to masks if they wish. Pupils will have their own Ziplock folders which will contain their	Principal Staff SEN staff SNAs Principal

		Tactile children	books/copies/whiteboard/markers writing materials etc. Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup. After each group a teacher will use sprays and cloths to wipe down desks and door handles SEN teacher will bring children to and from rooms. Pupils are not permitted to walk in groups to SEN setting/room. Where possible desk/book shelves on wheels to be removed. Use of PPE will be used by those who wish to. The principal will discuss with parents the possible risks/ requirements of those with underlying conditions 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.	Class teachers
Classes	H/M Depends on class	Size of rooms – most rooms are ok 4 senior classes are big classes Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Libraries Lining up Correction of homework	Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable. All furniture to be removed to assist with social distancing measures. Pupils to use their own materials–No sharing of personal equipment –glue sticks, ruler. Back up materials to be purchased for those pupils who may not be able to afford same Pupils will sanitise <u>before and after every activity</u>. eg using the IWB, art materials, table top activities. Teachers to restrict pupil movement around the room as much as possible 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 Use of perspex, visors and masks for all staff at risk or for pupils at risk especially during flu/cold season. Teachers who require same are to inform principal. All pupil resources should clearly be labelled. Teachers also have to sanitise hands regularly if correcting work. Use of velcro shoes for children who cannot tie their own laces. Whiteboards to be used in the classroom. Homework will be distributed on a Monday and returned on a Thursday. Children will not bring schoolbags to school. Lessons to cover all of the protocols to be taught in first weeks back. Return to school safety video to be shown to all classes on Monday March 15th. If a child is sick in the classroom: if SNA present they take the child to the office. If a child presents with covid 19 symptoms the child is to be brought to the isolation room	DES template principal Teachers Pupils/parents Principal Principal/Parent

			immediately and the classroom cleaned down.	
Breaks	H	Pupils not staying in their own groups. Shortage of space/ Social distancing Pupils not lining up correctly.	There will now be 4 breaks during the day Break 1- 10:35-10:55am (room 3 & Room 4) (Room 13,14,15) Break 2- 11:00-11:20am (room 5 & room 6) (room 10,11,12) Break 3- 12:35-12:55- (room 3 & Room 4) (Room 13,14,15) Break 4 – 1:00- 1:20 (room 5 & room 6) (room 10,11,12) All children eat lunch in rooms while Teaching and learning continues. Teachers are to sanitise hands if asked to open items by the children. Lessons to be completed on: Lining up - maintaining social distancing -Hand hygiene -Food hygiene Any child injured on yard is to be brought to the office by an adult on the yard. Injuries to be treated while using PPE where necessary. Carry sanitiser and wipes with you at all times. Children sanitise hands before and after use and going out to the yard and coming in from yard. Footballs and basketballs to be sprayed after use. Basketballs are not to be shared where possible. Sick/ Injured children: If a child becomes sick or gets hurt the yard teacher will evaluate the child and if she/he deems it necessary for the child to be seen in the office then the child will be brought to the office Water bottles will be included in lunch packs with hot meal.	Principal to contact Parents Supervision Staff to teach lessons on the various protocols Principal

		Water bottles	SNA
Toilet		Students: Social distancing in the toilets/Pupils not washing hands Different classes using the toilets at the same time Pupils coming in during break times to use toilets Any group using the hall for SEN Toilet cleaning	(Each corridor has the opportunity to change arrangements so they work best for their corridor. The system in place worked well) Any child going to the bathroom outside of these times must be accompanied by SNA. Parents encouraged to get children to go to toilet before coming to school/wash hands Toilet times will be staggered to avoid bubbles mixing in the toilets. Toilets will be labelled. Toilet 1- Beside Door 1 Toilet 2- Beside Pottery room Toilet 3- Beside Art room Toilet 4- Beside Mr Conlons room Staff Toilets will be upstairs for the upstairs staff and downstairs for the downstairs staff. Parents are not permitted to enter the school to use the toilet. Pupils will not be allowed into the school during break to use the toilets Lessons on toilet hygiene/lining up to use toilets Toilets will be cleaned regularly focusing on frequently touched surfaces. When entering the school in the morning or at break time the last class entering will use that as their toilet break. 8:50am Room 15 use toilet 3 8:50am Room 10 use toilet 4 8:50-9:00 Room 3 (SNA brings boys who wish to use the toilet to toilet 2) 8:50-9:00 Room 6 (SNA brings boys who wish to use the toilet to toilet 1) 8:50-9:00 Room 14 (SNA brings boys who wish to use the toilet to toilet 3)
			Principal
			Teachers
			Duty teacher

			8:50-9:00 Room 11 (SNA brings boys who wish to use the toilet to toilet 4) 9:00-9:10 Room 4 (SNA brings boys who need to use the toilet to toilet 2) 9:00-9:10 Room 6 (SNA brings boys who need to use the toilet to toilet 1) 9:00-9:10 Room 13 (SNA brings boys who need to use the toilet to toilet 3) 9:00-9:10 Room 12 (SNA brings boys who need to use the toilet to toilet 4) Break 1- 10:35-10:55am (room 3 & Room 4) (Room 13,14,15) Room 3 at 10:35 and room 4 at 10:55 (Toilet 2) Room 13 at 10:35 and Room 15 at 10:55 (toilet 3) Room 14 SNA brings boys who need to use the toilet to (toilet 3) 11:00 Break 3- 12:35-12:55 (Room 3 and 4) & (Room 13,14,15) (room 3 & Room 4) (Room 13,14,15) Room 3 at 12:35 and room 4 at 12:55 (Toilet 2) Room 13 at 12:35 and Room 15 at 12:55 (toilet 3) Room 14 SNA brings boys who need to use the toilet to (toilet 3) 1:15 Break 2- 11:00-11:20am (room 5 & Room 6) (Room 10,11,12) Room 6 at 10:50 SNA brings boys who need to use the toilet to (toilet 1) and room 5 at 11:00 on way to yard (Toilet 1) Room 12 at 10:50 SNA brings boys who need to use the toilet to (toilet 3) And Room 11 at 11:00 (Toilet 3) Room 10 at 11:20 Toilet 3 Break 4- 1:00-1:20pm (room 5 & Room 6) (Room 10,11,12) Room 6 at 12:50 SNA brings boys who need to use the toilet to (toilet 1) and room 5 at 1:00 on way to yard (Toilet 1) Room 12 at 12:50 SNA brings boys who need to use the toilet to (toilet 3) And Room 11 at 1:00 (Toilet 3) Room 10 at 1:20 Toilet 3
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			These are designated toilet times and where possible pupils will not be allowed to use the toilets outside of these times. Boys to wash their hands immediately if visibly dirty.	
Staff-room? Breaks	M	Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/dishwasher/water	Those in the high risk category ideally should remain in their own rooms. There will be staggered Breaks The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing. Staff to use their own utensils. Bring into school and bring home or wash and keep in their class. No dishwashers to be used and kettle etc to be wiped down after each use. Maximum numbers in the staffroom Staff to ensure that their own area has been cleaned up after use. Two staffrooms will be in operation. The current staffroom upstairs and Room 1 downstairs. Staff upstairs will use the upstairs staffroom for their assigned break and staff downstairs will use Room 1. Mr Conlon and Mr Crowe will also use Room 1. If a teacher is on yard the support teacher will provide relief for the 10 mins prior to yard to supervise lunch. SNA breaks will be for 20 mins prior to lunch. SNAs should be in their room while the pupils are eating lunch.	Principal Staff
PE + PE equipment	H/M	Sharing of equipment Social distancing Equipment Coaches coming in and mixing between classes.	All pupils to sanitise hands before and after PE sessions. Boys to wash hands after PE lessons. Spraying of equipment where possible after use Activities are to be done outdoors where possible.	Pupils/staff Mr Coyle
DL equipment (lpads etc)	H/M	Sharing of devices between classes could lead to transference	All pupils to sanitise hands before and after use of devices Wipes to be used on all devices and promethean boards.	Pupils

		of virus Collection and return of trolley	Each class to be assigned 6 I Pads. The trolley will not be in use in term 1. The computer room can be used for lessons provided social distancing guidelines can be followed and computers are wiped down afterwards.	Staff Mr Crowe Teachers
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., Lessons on hygienic use of materials	Pupils Staff
Class-room Libraries Books	H	Transference of virus through shared use	When books are returned they must be left in separate box for 2 days (Book quarantine) Importance of teaching kids not to root through the books as they are selecting one. Books will be assigned to the pupil to leave in his box. Books do not go home. Lesson on hygienic use of materials.	Pupils/ Teachers
After school Clubs		Pupils moving unsupervised thru the school Difficulty of social distancing if physical activity involved Sharing of resources Mixing of pupils from different classes	There will be no after school clubs for the 1 st few weeks. This will be reviewed in line with Gov guidelines and best practice and after school clubs will commence after Halloween if possible.	Organis ers Pupils Covid plans -

		Coding -in a big room. Cleaning protocols between Art Club and Homework Club. Staggered finishing times will affect start/finishing times of clubs. Late pick ups		club leaders
SNAs		Lunch breaks Use of PPE	PPE to be used where needed. If social distancing guidelines (2m) cannot be maintained then masks and visors to be worn. Masks and visors to be worn in the classroom. To work with class bubble during yard time. 20 min break to be taken prior to going to yard and ensure SNA is present in class when children eating.	Teachers SNAs
PPE		Hand sanitizer not working Surgical masks	Some of the hand sanitizer dispensers are faulty. Additional bottles of sanitizer will be placed at the door of each room. Surgical masks are available and are recommended to be worn in school.	Mr McHugh Mr Crowe

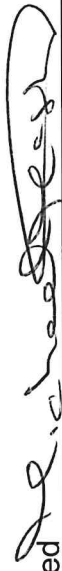
Chris Purcell

Signed

Chairperson of BOM

Date:

30-8-21



Signed

Principal

Date:

30-8-21

