

## **Policies and Procedures Risk Assessment**

Please note all these procedures are on a trial basis.

Risk	Procedures to Reduce risk	
Morning - Groups gathering Narrow corridor One door	Arrival to school will be from 8.45 – 9.10. Yard will have signs/barriers for parents to stay behind. Supervision by SNAs and Rota of teachers Thurs : SI,3rd,5th,6th. Fri: JI,1st,2nd,4th Children sanitise hands on entry and go straight to class. Children go into classrooms with coats and come out to hang coats in their assigned peg one at a time with class teacher supervision. First morning re split classes - direct all to 6 <sup>th</sup> , 5 <sup>th</sup> , & 2 <sup>nd</sup> – then split	SNAs put out signage See Supervision Rota See Note to Parents See gov.ie/backtoschool. Stagger first mornings
Hygiene	Avoid all physical contact. Social distance at all times. Staff and pupils must regularly wash/sanitise hands. Staff must wear a face covering. Staff can bring their own but there will be a supply for school use. Make sure to disinfect personal items.... Mobile phones etc. Do not share items such as pens etc. Watch & show videos to pupils re hand washing, respiratory hygiene etc Remind children to change their hand towel every day in their wash bag. If children do not have a wash bag they can wash their hands in the classroom sink or bring the soap to the bathroom. Explain and practise social distancing, line ups, entry and departure of school to children regularly.	Please see RESPONSE PLAN DOCUMENT FOR FULL DETAILS Important to ventilate room
Classroom layout	Pods of 4/6 – 1 metre apart. Pods cannot be changed – may be able to mix pods after midterm or holidays Bubble is their class group. Sanitiser & soaps in each room. Tissues and waste bins in each room Wipes/Disinfectant spray and drying paper in each room. Furniture may have to be removed to allow space – left outside your classroom door	See different examples of arrangements of desks in 4 <sup>th</sup> & 5 <sup>th</sup> /6 <sup>th</sup>  Ask for assistance when moving furniture
Eating	Teachers bring Glanmore lunches to the rooms each morning and return baskets. Wipe down tables (Pupils should be able to do this) before eating lunch. Clean hands. Children must use the toilet before going to the yard.	
Break times	Split breaks – see timetable. Time/ organise exits so that no classes are meeting in corridor. No bell for first group: only one bell to mark end of first group's play and start of next group. No equipment in yard for first week or two at least. Children cannot use the toilet during break times Encourage social distancing -Mixed 5th & 6th At end of break – a very short line up time with social distancing & quick entry to classroom – supervised. Children must be brought in straight from yard as promptly as possible to allow the next group to go out.	All clocks need to be on same time
First Aid	Usual protocols – designated area in the yard.	Kit brought to the yard
Wet Play	Teachers make their own decision about bringing children to the yard. Supervision of children as per rota in the classrooms. Rooms should be ventilated if at all possible.	
Cleaning	New cleaner : Working from 11-1 approx every day. Duties: Ensure all dispensers are full, fill soap bottles, empty bathroom bins, clean toilets & sinks, steam clean toys, equipment, play mats etc left outside rooms by teachers, clean staff room if time allows Staff are responsible for cleaning their own work areas and should assist with cleaning whenever possible.	Please see RESPONSE PLAN DOCUMENT FOR FULL DETAILS

	Cleaning will also take place every evening by caretaker and cleaner Ms B Cleary	
Homework	No written work for first week or two at least. Give activity based tasks and oral work. Pencil case in school School bags are brought to school – Limit books going home Consider collecting homework just once a week and leaving it for 24 hours before correcting.	Decide on how to provide virtual learning
Home time	Students clean desks & chairs, Inf teachers steam clean desks & chairs. No chairs on desks - Fri only Staggered departure – supervision rota to assist with pupils leaving the building. Start with halla 6 <sup>th</sup> class @ 2.30, 5 <sup>th</sup> /6 <sup>th</sup> , 5 <sup>th</sup> , 4 <sup>th</sup> in turn. Then 1 <sup>st</sup> , CC 2 <sup>nd</sup> , AG 2 <sup>nd</sup> & 3 <sup>rd</sup> . Children cannot return to the building for any reason	SNA put out signage <i>JI leave by side door until Sep 11<sup>th</sup>.</i>
PE	All classes will do PE on Tuesdays and Thursdays. See timetable. No equipment for first week or so – Hopefully we'll get a system in place for use of equipment Cumann na mBunscol - activities postponed	No Halla for PE. Parents can wash uniform and tracksuit if they wish
SEN	SEN students kept in pod in class SETs will be assigned to two/three classes – they will be doing some in class support ; one room v small – office and teaching space seperated Out of class sessions – ensure social distancing - Screens ordered Blended Learning – SETs & HSCL will be in daily contact with children who are unable to attend school due to an underlying health condition SETs ensure they haven't timetabled classes for when their students are on yard	Decide on how to provide virtual learning if needed  All contacted & med advice is to return to school
Music	Singing is sadly considered a high risk activity Music Generation Programme – Ongoing discussions	Music appreciation Rhythm
Visual Arts	Children have their own materials	School order
Aistear, Science, Maths	Use items in rotation – leave outside your room for steam cleaning. Items that cannot be cleaned for eg costumes shouldn't be used during current pandemic	S McEvoy will clean in middle of each day
IT	Ensure children sanitise before using interactive whiteboard Use of Fizzbooks - Wiped down and cleaned	
Rolla & Messages	No children can be sent on messages – email your rolla details to the secretary each day at first break eating time. Keep a written record.	On the drive
Suspected Case	Remove child immediately from other pupils. Give them a mask, sanitise their hands and their work area. Another adult gets the Lead Worker /Deputy Lead Worker if no one is available use your mobile to make contact with office, principal, lead worker etc. Child is brought to the reception area – lead worker/ carer wears gloves, mask, face guard & apron. Parents are contacted. Child must be supervised. The area must then be disinfected, steam cleaned and ventilated. Side door to school must be used while this is ongoing.	Please see RESPONSE PLAN DOCUMENT FOR FULL DETAILS Parent plan emphasises importance of keeping contact details up to date & prompt collection
Breakfast Club & Homework Club	MYFRC are considering their options - arranging smaller groups etc	
Staff room	No staff gatherings in staff room – approx. 10 in staffroom at any one time Use your own mug – everyone cleans their own area	

Other areas	Do not enter the office. Very brief time in the Principal's office. Clean staff toilet touch areas after use. Try to limit contact with teachers not on your break times. Please wipe down phone in admin room after use Please wipe down photocopier after use	Cleaning products in place
Visitors	Visitors will be kept to a minimum. A contact log must be kept for each visitor to assist with contact tracing. Contact with parents will be by phone or email Parents cannot come to school with forgotten items	See Notes to Parents
Collection of money	Children place named envelope with money in a basket. Teachers keep note of it and bring to the office. Secretary uses a mask and face guard and gloves when counting money.	See Notes to Parents
Sick leave & EPV	Staff cannot come to school with any Covid symptoms. Inform school as soon as possible. If no sub available SEN staff will supervise. Staff member must get tested or get advice from GP before returning to school - RTW form must be completed and returned to the school again	Please see ROADMAP DOCUMENT FOR FULL DETAILS & Cir 49/20
Code of Behaviour	Teachers & Parents remind students - It is now considered a serious misconduct to jeopardize the health of others ie.coughing/sneezing at or near someone.	