



Health and Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Bunscoil Chríost Rí, wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.

- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.

The Board of Management of Bunscoil Chríost Rí recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Buncoil Chríost Rí undertakes to ensure that the provisions of the safety, Health and Welfare at Work Act 1989 are adhered to:

Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

Consultation and Information

It is the policy of the Board of Management of Bunscoil Chríost Rí to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Fire

It is the policy of the Board of Management of Bunscoil Chríost Rí that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The relevant Post Holder will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – obstructions be brought to attention of Principal.
- (vi) A plan of the school shows assembly points outside the school. Assembly Area A, B, C
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) A designated person shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Hazards

Hazards shall be divided into two categories. Those, which can be rectified, will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors & Stairs
2. Climbing frames + P.E. equipment
3. School Gates
4. Oil Tanks

5. Trailing leads
6. Laminator, Guillotine
7. Computers
8. Projectors
9. Fuse Board
10. Electric kettles
11. Boiler house
12. Ladders- not to be left unattended
13. Excess Gravel + glass on school yard
14. Protruding units and fittings
15. Flat roof of hall and flat roof of school
16. External store to be kept locked
17. Lawnmower
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out
22. Classroom carpets
23. Doors in old building leading to yard – danger to fingers
24. Wet floor in hall + toilets on wet days
25. Chairs on tables in classrooms

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document).

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to it's provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards, and to be used under supervision only.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with extreme care.
- (g) Avoid use of glass bottles where possible by pupils. Report broken glass immediately to Caretaker.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) PE equipment should be stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound (Vice Principal).

- (m) Inform Principal when vaulting horses, beams and benches are unstable and wobble when in use.
- (n) Check that there are no uneven/broken/cracked paving slabs and manholes. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drainpipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Check that all play areas, are kept clean and free from glass before use. (Caretaker)
- (q) Check that outside lighting works and is sufficient. Board of Management.
- (r) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (s) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (t) Check that ramp is in place outside fire door in hall during concerts, meetings etc.
- (u) Check floor of hall on wet mornings before use.
- (v) Check hall regularly for leaks.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Bunscoil Chríost Rí that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (ie) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the health and Safety Authority.
- ◆ Sockets are not overloaded.

Chemicals

It is the policy of the Board of Management of Bunscoil Chríost Rí that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a safe area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication

It is the policy of the Board of Management of Bunscoil Chríost Rí that all drugs, medications, etc be kept in a safe area.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.
- (c) Soap dispensers and towels to be supplied in all classrooms.

Highly Polished Floors

1. It is the policy of the Board of Management of Buncoil Chríost Rí that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.
2. On damp and wet mornings, corridors in old building can be hazardous, i.e. slippery

Smoking

It is the policy of the Board of Management of Bunscoil Chríost Rí that the school is a no smoking area but the Board of Management has designated a smoking area, for members of staff who wish to smoke.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Caretaker so that it may be immediately removed. Any cracked panes to be replaced.

Infectious Diseases

It is the policy of the Board of Management of Bunscoil Chríost Rí that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Bunscoil Chríost Rí that a member of staff shall be designated to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- Arrangements for giving first aid,
- Location of first aid boxes,
- Procedure of calling ambulances etc...
- Telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the relevant Post Holder.

The relevant Post Holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Tape
- Disinfectant (e.g.) savlon
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid

Access To School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Parking

Parking forbidden in Infant yard at all times.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Exit through staff car park is strictly forbidden.
- (3) Children must be signed out at all times, stating, **date, time and reason for leaving...**

COVID-19 2020

Risk Assessment				
		Hazard:- Covid - 19		Date: 14/08/20
Activity	Level	Risks	Control measures	Person responsible
			(Avoid risk / Adapt work area / Training)	
Morning Assembly	H/ M	Pupils not lining up Pupils interacting with other pupils Parents congregating Pupils late for school Pupils congregating hanging up coats Pupils not hand sanitising	Protocols for Daily Morning Assembly: At 8.30am the main gates will be opened for children and parents to enter the school. (parents will be requested in advance to drop children at gates, where possible). Entrance avenue to have signage / ground markings to indicate walking on left hand side.	Principal comm All Staff paren

		<p>Pupils not sitting in their own seats on entry</p>	<p>Everyone to stay to left-hand side when walking. Doors to be left open where possible to avoid need to touch.</p> <p>All pupils will go straight to their classroom - no lining up in yard. Exception - infant classes (see below)</p> <p>Staff members will direct pupils to their assigned entry door to the school building and their classroom.</p> <p>All pupils / parents to maintain physical distancing on school grounds</p> <p>Procedure for infants:-</p> <p>Infants will line up with their parent in the main yard and will be collected from there by their teacher and brought to the classroom. Teachers will supervise physical distancing in the line. On entering the school grounds, a parent must proceed immediately to their child's line up area. There must be no congregating in groups. Parent should remain with their child until handover has taken place. Parents to ensure their child remains at their side at all times when awaiting handover.</p> <p>Once child has been handed over, parent should leave school grounds immediately, maintaining physical distance from other parents.</p> <p>If a parent has more than one infant child, the other children stay with them, and having handed over the first child, they may proceed to the second line up area.</p> <p>Wet mornings – child handover to teacher at entry points below (parents not to enter school building)</p> <p><u>Entry Doors</u></p> <p><u>Pre-school</u> enter via front door (nearest Dino's entrance)</p> <p><u>Junior Infants</u></p> <p>Grace Crowley R.20 enter via door from main yard by staffroom</p> <p>Eimear O'Callaghan R.33 enter via class emergency door</p>	
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			<p><u>Senior Infants</u></p> <p>Claire Wilson R.17 enter via door from main yard by staffroom</p> <p>Patricia McCarthy R.34 enter via class emergency door</p> <p>Fiona O'Neill R.19 enter via door from main yard by staffroom</p> <p><u>First Class</u></p> <p>Patricia O'Hare R.32 enter via double door/ main yard by infant rooms</p> <p>Ivan O'Mahony R.18 enter via double door/ main yard by infant rooms</p> <p><u>Second Class</u></p> <p>Lorna O'Neill/ Anita Foley R.13W enter via WW doors</p> <p>Kevin O'Donoghue R.15W enter via WW doors</p> <p>Kelly Fitzgerald R.17W enter via WW doors</p> <p><u>Third Class</u></p> <p>Kate Walsh R.28 enter via back door stairs (by POH room)</p> <p>Elaine O'Driscoll R.25 enter via back door stairs (by POH room)</p> <p><u>Fourth Class</u></p> <p>Úna O'Halloran R.21 enter via Aistear stairs emergency door</p> <p>Elaine Fox R.27 enter via back door stairs (by POH room)</p> <p><u>Fifth Class</u></p>	
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			<p>Leanne Cassidy R.29 enter via main yard, small door, front stairs</p> <p>Tony Corbett R.22 enter via Aistear stairs emergency door</p> <p><u>Sixth Class</u></p> <p>Breandán Hennessy R.30 enter via main yard, small door, front stairs</p> <p>Ken Crewe R.31 enter via main yard, small door, front stairs</p> <p>Laura Harrington R.23 enter via Aistear stairs emergency door</p> <p><u>Rí na nÓg</u></p> <p>Dan O'Connell R.8,10W enter via WW door</p> <p>Parents are not to enter the school building.</p> <p>Late children - go to the office if other doors are closed, otherwise go straight to classroom via assigned entry door</p> <p>School bus – SNA collects younger children from bus. Older children walk from bus to school on their own</p> <p>Should a pupil be experiencing anxiety and need coaxing by a parent to enter school they may go to either the Edmund Rice or Nano Nagle halls to take some time with their child. Maintain physical distance from any other family present. Once child is settled, they will be escorted to their classroom by a staff member.</p> <p>All pupils will sanitise their hands on entering the classroom and take their assigned seats.</p>	SNA
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			<p>Pupils will hang their coats on back of seats (or on rails as directed by teacher) . Avoid congestion. If coats are on seats they can be transferred to rails in an orderly fashion during the course of the morning.</p> <p>Teachers to explicitly teach:-</p> <ul style="list-style-type: none"> - protocol for entering and leaving the school - hand hygiene - respiratory hygiene - physical distancing protocols - yard protocols 	<p>SET t</p> <p>Teach</p>
Dismissal	H/ M	<p>Social distancing not being maintained by pupils and parents</p> <p>Late pick ups</p>	<p>Daily Dismissal:</p> <p>Pupils will exit the building via the same doors used for entry in morning (see plan above)</p> <p>Pupils from junior and senior infants will leave the school at 1.30pm Handover to parents will take place in main yard in line up area. On wet days, handover to parents will take place at the entry doors (listed above). Parents are not to enter school building.</p> <p>(Pupils from First Class will also finish at 1.30 until September 11)</p> <p>All other classes leave at 2.30pm</p> <p>Class teachers are to organise and coordinate a minor staggering of exit times to ensure no congestion on corridors/ stairs. No exit before 2.30pm.</p> <p>Parents may wait for their children on the avenue adjacent to the Edmund Rice Hall or in the WW yard. Parents to be physically distanced – no congregating.</p> <p>Children collecting siblings – meet in ER avenue or in WW yard (same area as parents collecting)</p> <p>Staff members will be on duty to facilitate smooth egress from school.</p>	<p>Princ</p> <p>comm</p> <p>All St</p> <p>paren</p>

			<p>School bus – SNA brings younger children from school to bus. Older children walk to bus on their own</p> <p>Private creche collecting children – children meet adult inside school gate.</p> <p>Late pick- ups – remain by school gates – teacher on duty will phone parents</p>	SNA
Breaks	H/ M	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Physical distancing</p> <p>Pupils not lining up correctly.</p> <p>Going out /coming back in</p> <p>Lunch</p> <p>Opening lunches</p> <p>Bringing in children from the yard if sick/hurt.</p>	<p><u>Yard & break times</u></p> <p>WW Yard- 2nd Class 11.00-11.15 & 1.00-1.20</p> <p>New Yard-JI, SI, 1st class & Rí na nÓg 10.35-10.50 & 12.30-12.50</p> <p>Main Yard-Rang 3rd,4th & 5th 11.00-11.15 & 1.00 1.20</p> <p>New Yard Rang 6th 11.00-11.15 & 1.00 1.20</p> <p>(In yard, all class groups e.g. 3rd, 4th etc. will be counted as a bubble)</p> <p>Exit for break to be coordinated / staggered to ensure no congestion on corridors/ stairways. Walk on left hand side.</p> <p>At end of break, pupils to line up – physically distanced and with their class pod.</p>	All St

			<p>Return to classrooms to be coordinated / staggered to ensure no congestion on corridors/ stairways.</p> <p>Sick/ Injured children in yard: If a child becomes sick or gets hurt, the yard-duty teacher will evaluate the child and if she/he deems it necessary for the child to receive treatment the child will be brought to Seomra Leithlise /Isolation Room. Follow Covid procedure if Covid symptoms are involved (outlined below)</p> <p>No sharing of lunches. Pupils sanitise hands before and after eating lunch</p> <p>Parents are to be encouraged to ensure their child has a lunch which requires no assistance (opening/ peeling etc) from teacher. Teachers are to sanitise hands if asked to open items by the children.</p> <p>Children sanitise hands before and after going out to the yard.</p> <p>Yard seats/ playground equipment ,if in use, to be included in daily cleaning</p>	Clear
Toilet	H/ M	<p>Students: Physical distancing in the toilets/Pupils not washing hands Different classes using the same toilets</p> <p>Pupils coming in during break times to use toilets</p>	<p>Parents encouraged to get children to go to toilet/ wash hands before coming to school</p> <p>Classes with toilets – one student at a time. Pupils to use elbows to open doors if possible, sanitise before and wash hands after using the toilet</p> <p>Communal toilets shared with other classes (WW) - only one person in toilet at a time. If pupil enters toilet and finds another pupil already there, they should leave and wait outside. Markings on floor outside toilets, to ensure physical distancing while queued.</p>	<p>All Te</p> <p>WW 7</p>

			<p>Posters on wall re. correct hand washing advice</p> <p>Pupils to use classroom toilets in advance of yard time to minimise use of toilets during break times. Children leaving yard break to use toilets to be discouraged, within reason. Enhanced cleaning for shared toilets</p>	Clear
Sick pupil in school	H	Transmission of virus	<p>If a pupil has suspected Covid symptoms:- Teacher to call Mary by mobile phone. Mary to collect child and bring to Seomra Leithlise (Isolation Room). Aistear room to be used as overflow room if required. Teacher to clean up around pupil's work area using sanitizer. Cleaners to be informed and thorough clean around that area to be conducted later. Follow DES guidelines on dealing with a suspected case (DES Covid Response Plan Section 8).</p> <p>Pupils sick with non Covid symptoms – phone Mary for collection</p>	Teach M.O'D (cove
Sick Staff member in school	H	Transmission of virus	<p>If a staff member has suspected Covid symptoms:- Contact Principal/ office immediately to organise cover. Leave school immediately once covered. Go home. Self-isolate and contact GP. Note your contacts.</p>	Teach Princ
Mainstream Class Teaching	H/ M	<p>Physical distancing</p> <p>Contact with contaminated surfaces</p> <p>Pupils sharing resources</p>	<p>All classrooms to be decluttered to facilitate maximum physical distancing in seating plan. Decluttered furniture to be removed from corridors asap to facilitate movement on corridors Pupils will be seated using the arrangements suggested by the DES or optimal arrangement organised by teacher .</p> <p>Pupils and staff should perform hand hygiene:</p> <ul style="list-style-type: none"> • On arrival at school. • Before eating or drinking. 	Teach Care Teach Pupils

			<ul style="list-style-type: none"> • After using the toilet. • After playing outdoors. • When their hands are physically dirty. • When they cough or sneeze <p>Pupils to use their own materials, where possible– no sharing of personal equipment -glue sticks, ruler etc. Back up materials to be purchased for those pupils who do not have personal items on any particular day (can be put into a decontamination area on return for 3 days)</p> <p>All pupil resources should clearly be labelled. Parents to be requested to do this.</p> <p>Teachers to restrict pupil movement around the room as much as possible</p> <p>Markings on the floor around teacher desk to maintain distance between teacher and pupils (if requested by teacher)</p> <p>All teachers/ SNAs to wear visor or mask when working within 2m of pupil/ other staff.</p> <p>Use storage boxes etc to ensure desks are clear for daily cleaning.</p> <p>Children should be able to manage their own coats, lunch boxes and laces if possible or wear Velcro shoes. All infants wear tracksuits rather than school uniform initially.</p> <p>Where possible, doors and windows should be kept open to improve ventilation (once it does not cause undue discomfort)</p> <p>Contact tracing of pupils – encourage pupils to be aware of their contacts. Teacher to keep record of class pods / seating plan. Teacher to record any once off contacts for pupils</p>	<p>Princip Teach comm</p> <p>Teach</p>
	H/ M	Congregating around lockers	Discontinue use of lockers – use individual storage boxes	Teach

	H/ M	<p>External teachers/ coaches Contact between class bubbles and between schools</p> <p>(French/ swimming/ Irish dancing/ Speech and drama/ GAA etc)</p>	Pause – Review at mid term	BOM
	H/ M	<p>Confirmation 2021 preparations</p> <p>Main initial risk would be bringing 3 classes together for hymn practice.</p> <p>NET Team (Religious Youth group) - external team with significant contact with other schools</p> <p>Registration for First Holy Communion</p>	<p>Preparations for Enrolment Ceremony Term 1:- agree simplified ceremony with no hymns</p> <p>Pause – Review at mid term</p> <p>Information to be sent by email where possible or notes left with the office to avoid outside visitors to multiple classrooms</p>	Teach Fr. Bi
	H/ M	Secondary School Information Visits (usually early September)	Pause/ Conduct by Zoom?	Princi
	H/ M	Scrutiny and correction of copies	<p>Student self- correction where possible, particularly for older classes.</p> <p>Teachers sanitise before/ after handling any copies.</p> <p>Use of Edmodo and mobile phones/tablets by children?</p>	Teach
	H/ M	Class library	<p>Teacher may decide not to use initially</p> <p>If used:- books to be kept in children's box at school, not brought home.</p> <p>Place in a decontamination box for 3 days after use.</p> <p>Pupils to sanitise hands before and after using the class library.</p>	Teach

			Teach pupils not to root through the books as they are selecting one Consider using online libraries	
	H/ M	Homework Risk - bringing books home/ back into school	Suggest to pause – review in October	Princi Teach
	H/ M	Aistear - shared resources/ room by 5 class groupings	Teachers conduct Aistear in their individual classrooms	Teach
	H/ M	Toys/ concrete resources/ scissors etc. (Junior classes)	No sharing of concrete materials (individual bags per child labelled and placed in their own storage box) No sand/ water play Individual playdough labelled for each child	Teach
	H/ M	Collecting money from students Risk:- contact with contaminated surface (including risk to pupil if change required)	Switch to bank transfers (facility on Aladdin Parent Portal?) Sanitize before/after handling money. Request parents to send in exact amount of money with no requirement for change Writing receipt in homework journal – sanitise before/after or ask pupil to fill in details themselves and date stamp. Teacher to bring money to office	Teach
	H/ M	Passing messages to other classrooms/ office etc	Communicate by Aladdin/ Mobile phone	Teach
Special Education Team	H/ M	Risk - mixing of students from different classes Sharing resources (classroom, fine motor, gross motor)	Avoid mixing of students from different classes (if mixing unavoidable limit to class levels)	Teach

			Ensure resources are under lock and key. Sign out resources and share only when they have been sanitised and sanitise again on return	
	H/ M	Exposure of SEN teacher collecting children from a number of different classes daily	SEN Teacher, when collecting students, does not enter other classrooms. Teacher knocks on the door and waits outside for students.	Teach
	H/ M	Scheduled or unscheduled movement breaks for pupils e.g. to sensory room/ yard equipment etc.	Confine supervision of pupil to allocated SNA or SET and restrict to same room/ area each time.	Teach
	H/ M	Dan's office. Sharing of resources/student reports in filing cabinet	Hand sanitiser inside the door. Hands to be sanitised before and after accessing files.	Teach
	H/ M	Rí na nÓg integration	Integration with same pod in same class bubble	Teach
SNAs	H	<p>Crossover from classes</p> <p>Close contact with pupils</p> <p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils etc</p> <p>Tactile pupils</p>	<p>Face mask/ visor to be used when within 2 metre of students or other staff</p> <p>PPE to be used as much as possible (aprons/masks/visors/gloves as required)</p> <p>Frequent handwashing/ sanitising</p>	SNA

		Lunch breaks		
Staffroom Breaks	H/ M	Size of staffroom Physical distancing not being maintained Sharing cutlery Queueing for microwave/dishwasher/water etc	Staff to hand sanitise before and after using staffroom. Three staffrooms to be used – Main staffroom, West wing Cookery room, upstairs library Table/ chair layout to be configured to facilitate 2 metre physical distancing. Staff to use their own utensils as much as possible. Bring into school and bring home. Staff to ensure that their own area has been cleaned up after use. Staff to maintain physical distancing while using the microwave/hot water. Photocopiers in staffrooms to be sanitised before/after use	All sta
Staff meetings	H/ M	Mixing of staff from different class bubbles	Hold meetings in NN hall with 2 metre physical distancing or conduct meetings by Zoom	Princi
Office	H/ M	Physical distancing Sharing Resources Contact with contaminated surface Sharing of the phone and computer by Mary and Imelda	No access to office - admin staff and principal only All photocopying to be left with a note at the hatch. Photocopier to be cleaned after every use. Ensure physical distancing of desks Visitors/ staff to use door on the corridor to access Principal's office. Parents collecting pupils (e.g. for appointments) confined to the foyer Delivery staff to drop delivery in foyer	Princi Off

		<p>Staff entering office to access Principal's office.</p> <p>Pupil's congregating at the hatch, touching the bell for attention</p>	Frequent sanitizing of the phone, computer, bell etc.	
Visitors to school	H/ M	Introduction of Covid-19	<p>Only essential visitors to enter the school (enter via New Entrance)</p> <p>Complete contact tracing log</p> <p>Visitor to wear face mask/visor</p> <p>Leave school promptly on completion of duties.</p>	Principal Office
PE + PE equipment	H/M	<p>Sharing of equipment</p> <p>Physical distancing</p> <p>Coaches coming in and mixing between classes.</p> <p>Hall rental after school</p>	<p>All pupils to sanitise hands before and after PE sessions</p> <p>Concentrate on activities (e.g. Athletics) that do not involve shared equipment.</p> <p>Any equipment used to be sanitised before and after use.</p> <p>External coaches/ hall rental paused - review at mid-term</p>	Pupils Principal
Digital equipment	H/ M	Sharing of devices between classes could lead to transference of virus	<p>Pause use of Computer room and iPads – Review at mid term</p> <p>When reintroducing use of digital equipment:-</p>	Principal Teach

(Computer room / iPads etc)		Collection and return of iPads	<ul style="list-style-type: none"> - All pupils to sanitise hands, before and after use of devices - Computer keyboards /iPads to be disinfected between classes - Timetable to control usage – perhaps just one class per day to facilitate cleaning - Teacher to collect / return iPads from/to office - Enhanced cleaning of computer room / iPads 	Clean
Shared Maths/ Science resources	H/ M	Transfer of virus through shared use	<p>Pupils and teachers to sanitise hands before and after use of all materials that might be shared.</p> <p>All resources to be sanitised before/ after use</p>	Teach P
School Library	H/ M	Transference of virus through shared use	<p>School library not in use until further notice.</p> <p>Room to be used as an additional staffroom</p>	Teach
Cookery Room	H/ M	Transference of virus through shared use	<p>Cookery room not in use until further notice.</p> <p>Room to be used as an additional staffroom</p>	Teach
After school Clubs	H/ M	<p>Pupils moving unsupervised through the school</p> <p>Difficulty of physical distancing</p>	<p>All after school clubs on hold (including Homework club)</p> <p>When restarting:-</p> <p>All providers to submit Covid plans</p>	Princi

		Sharing of resources Mixing of pupils from different classes Cleaning protocols Late pick ups		
Fire Alarm Assembly	H	Congregating of large groups	Follow evacuation procedure as normal. Classes to remain in class bubbles. Staggered re-entry to school Fire drills to be undertaken on individual class basis rather than whole school	All S
School Choir	H	Members made up of pupils from mix of classes. Choirs highlighted as setting for potential higher risk of transmission.	Pause – Review at mid term	Princi
Recorder Classes	H	Wind instruments highlighted as setting for potential higher risk of transmission.	Pause – Review at mid term	Princi
School Teams	H/ M	Members made up of pupils from mix of classes.	Green Team/ Active School / Student Council etc Pause – Review at mid term (to ensure pupil voice, feedback from pupils can be gathered by class teachers)	Princi Teach

Sciath na Scol Football (usually starts Sept) Inter- school orienteering	H/ M	Team made up of students from numerous classes/ training together/ travelling by bus together/ mixing with other schools	Sciath na scol may not go ahead this Autumn Review school position on participation	Princi
Families holidaying abroad	H	Transmission of virus	Children returning to school after visiting countries not on Green list need to stay at home for the 14-day restriction period.	Prin

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of Bunscoil Chríost Rí in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson:

Principal:

Safety Officer: _____

Date: _____

Safety Officer: _____ Date: _____ Nominee of staff

Policy statement in accordance with the safety, health and welfare at work act 1989

Members of the Board of Management:

Chairman:

Board Members: xxxxxxxx, xxxxxxxx, xxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx, xxxxxxxx.

Safety Officer:

Staff Nominee:

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

