

KILKENNY CARLOW ETB – POST PRIMARY COVID-19 RISK ASSESSMENT

Risk Assessment Conducted By: Lisa Carroll of Worksafe Solutions

Risk Assessment Approved By:

Date of Risk Assessment: 7th October 2020

Date of Approval:

Risk Assessment Area / Activity: Covid-19 Measures

HAZARD/ ACTIVITY	RISK	WHO IS AT RISK	Pre Risk Rating	CONTROL MEASURES TO BE IMPLEMENTED	Post Risk Rating	BY WHOM
Covid-19 Policy and Response Plan	<ul style="list-style-type: none"> employees and students not aware of the content of the Covid-19 Policy or Response Plan employees not completing their workplace declarations unauthorized access by visitors to the school / visitors not being logged on entry to or exit from the school for contact tracing purposes 	Employees Students	Medium	<ul style="list-style-type: none"> Covid-19 Policy is in place and signed by the KCETB Chief Executive. It is clearly set out in Section 1 of our Covid-19 Response Plan. Our Covid-19 Response Plan has been prepared in line with Government National Protocol for Employers and Workers and the Department of Education and Skills 'Covid-19 Response Plan for the Safe and Sustainable Reopening of Post Primary Schools'. All employees have access to the KCETB Covid-19 Response Plan on the main KCETB website. All employees and students have access to our own school specific Covid-19 Response Plan at all times. All employees were trained in the content of the Covid-19 Response Plan as part of their KCETB Covid-19 Return to Education Induction video as well as at their site specific induction on return to the school. All employees completed their workplace declarations prior to their return to the school. 	Low	Principal All employees All students

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Covid-19 Policy and Response Plan cont'd				<ul style="list-style-type: none"> Parents/guardians of all students have been advised that students must not attend school if they are feeling unwell/displaying symptoms of Covid-19, have travelled abroad, have been advised by the HSE to self-isolate. Visitor access is by appointment only, log of all visitors is maintained. 		
Hand Hygiene	<ul style="list-style-type: none"> lack of awareness amongst employees, students, visitors lack of hand wash / sanitising facilities 	Employees Students Visitors	High	<ul style="list-style-type: none"> All employees are trained in correct hand wash technique and hand sanitising technique as part of KCETB Return to Education Induction video. All students trained in correct hand wash technique and hand sanitising as part of our school specific student Covid-19 induction. Hand sanitising units provided at all entry and exit points, inside all classrooms, outside all toilets and in other strategic locations in the school. All sinks have wall mounted soap dispenser fitted and either paper hand towels or hand blow dryer. Hand wash signage displayed in all toilet facilities / at all sinks. Reminders to use hand sanitizer at all sanitising locations. 	Low	Principal All employees All students
Physical Distancing	<ul style="list-style-type: none"> classrooms not set out to in line with DES physical 	Employees Students	High	<ul style="list-style-type: none"> All classroom settings are set out in line with the DES Framework to Maintain Physical Distancing in 	Low	Principal

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Physical Distancing cont'd	<p>distancing requirements</p> <ul style="list-style-type: none"> employees and students not aware of physical distancing requirements in the school / classrooms / canteen 	Visitors		<p>the Classroom in Post Primary.</p> <ul style="list-style-type: none"> Signage is clearly displayed on each classroom door to state the number of students permitted in the classroom. Signage is displayed to clearly advise of maximum numbers permitted to use canteen and toilet facilities at any one time. Physical distancing signage displayed at all building entry points and throughout the building. All employees and students informed of physical distancing requirements in the building, in classrooms and in communal areas. One way access systems and keep left / keep right systems around the school building are clearly sign-posted and marked out on the ground. 		<p>All employees</p> <p>All students</p>
Respiratory Hygiene	<ul style="list-style-type: none"> employees, students, visitors not aware of correct respiratory hygiene provisions not available to practice good respiratory etiquette 	<p>Employees</p> <p>Students</p> <p>Visitors</p>	High	<ul style="list-style-type: none"> Tissues are available in offices, classrooms and canteens for employee and student use. All employees and students informed of good respiratory etiquette practices as part of their video induction and site specific induction on return to the building. Respiratory hygiene signage is clearly displayed around the building to remind all employees, students and visitors to practice good respiratory hygiene. 	Low	<p>Principal</p> <p>All employees</p> <p>All students</p>

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Respiratory Hygiene cont'd				<ul style="list-style-type: none"> Pedal bins are available in all classrooms for the disposal of tissues and disposable face masks. 		
Wearing of Face Coverings	<ul style="list-style-type: none"> employees, students, visitors not aware of correct mask etiquette employees, students, visitors refusing to wear a mask employees or students not having access to face masks if they accidentally forget theirs 	Employees Students Visitors	High	<ul style="list-style-type: none"> Cloth face covering is required to be worn by all employees, students and visitors once they are inside the building. Cloth face coverings are required to be worn in addition to maintaining physical distancing requirements. Teachers were trained in how to wear a face mask correctly as part of their KCETB video induction programme. Students were shown how to wear a face mask correctly as part of their induction on return to the classroom. Students are regularly reminded by teachers in how to wear their face masks correctly. Signage demonstrating how to wear a face mask correctly is posted around the school in clearly visible locations. Our school requirements around the wearing of cloth face coverings and any specific exemptions is clearly set out in section 10.3 and 10.4 of our Covid-19 Response Plan. We have provided our employees and students with face coverings. In addition, a stock of disposable 	Low	Principal All employees All students All Visitors

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Wearing of Face Coverings cont'd				<p>face masks is available from the office for any employee or student who might forget to bring theirs with them to school on a given day.</p> <ul style="list-style-type: none"> Employees, students or visitors who refuse to wear a cloth face covering without providing a valid medical cert from a registered GP, will not be permitted to enter the building. 		
Communication and Consultation with employees	<ul style="list-style-type: none"> information not made available on role of lead worker representative (LWR) LWR not appointed for the premises LWR not trained in consultation & communication measures with employees & management formal communication / consultation measures not agreed between management and LWR's employees not aware of who their LWR is 	Employees Students	Medium	<ul style="list-style-type: none"> All employees were sent an invite to submit their nomination for role of LWR if they so wished in line with Appendix 3 of DES Covid-19 Response Plan. LWR's have been appointed with the names of our LWR's clearly set out in Section 3.2 of our Covid-19 Response Plan. KCETB have provided a 3 hour training programme to all appointed LWR's and their Principals so that they fully understand their role as LWR and the importance of a collaborative approach between all parties. Weekly formal meeting to take place between LWR and Principal / School Management Team to review and discuss covid-19 related matters. LWR to go directly to the Principal at any time outside of the weekly meetings where an urgent covid-19 matter arises. LWR will conduct a minimum of twice weekly inspections of the workplace, all inspections will be documented. 	Medium	Principal LWR's

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Communication and Consultation with employees cont'd				<ul style="list-style-type: none"> Names of our appointed and trained LWR's were advised to all employees as part of their site specific induction on return to the building. 		
Provision of Training & Information to Employees & Students	<ul style="list-style-type: none"> employees or students did not attend / receive Covid-19 induction employees or students did not get information on building changes on their return information not provided to employees or students on Covid-19 policy or response plan employees or students not aware of the location of the isolation area or action to take if an employee or student feels unwell during the day while in school 	Employees Students	High	<ul style="list-style-type: none"> All employees completed their KCETB Covid-19 Return to Education Induction prior to their returning to the school. On their return they also received our site specific induction to introduce the new changes / layouts / procedures in the school with regards to Covid-19. All students were provided with their Covid-19 induction on the morning of their return to the classroom. A copy of our Covid-19 Policy & Response Plan is available to all employees and students. All employees have been advised to maintain their personal contact logs on a daily basis for contact tracing purposes if required by the H.S.E. Student attendance is registered digitally by teachers at the beginning of every class during the day. Students are advised to immediately notify their teacher if they feel unwell during the day. Designated isolation / first aid room is in place in the school, all employees and students are aware of its location. All employees have been trained in the action to take if a student needs to be brought to the isolation area during the school day or, if any 	Low	Principal All employees All students

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				employee is feeling unwell and needs to go to the isolation area.		
Cleaning & Sanitisation	<ul style="list-style-type: none"> Cleaning & sanitising supplies not readily available to employees and students Employees and students not aware of sanitising routines that they must follow Cleaning provisions not set up with cleaning personnel 	Employees Students Cleaning Personnel Visitors	High	<ul style="list-style-type: none"> Sanitising spray / wipes provided in all classrooms and around the school. These will be kept stocked up at all times and supplies checked as part of the twice weekly inspections by the LWR. All employees and students informed of the required sanitising routines as part of their video inductions as well as part of the site specific induction on their return to the school ie: sanitising their desks at the end of each class, sanitising equipment used etc. Requirement for cleaning and sanitising by employees and students is clearly set out in Section 12.1 of our Covid-19 Response Plan. Additional hours have been provided to personnel to ensure cleaning regimes are maintained in line with Covid-19 requirements. 	Low	Principal All employees All students Cleaning personnel
Keeping up to date with Government / Department Advice and Guidelines on Covid-19	<ul style="list-style-type: none"> Working with out of date information therefore providing incorrect information to employees and students with regards to Covid-19 	Employees Students Visitors	Medium	<ul style="list-style-type: none"> KCETB Covid-19 Business Continuity Team monitor Covid-19 advice and guidance from the government and department on a daily basis. Advice from the Business Continuity Team is then passed on by the Director of Schools to all Principals so that they in turn can update their management teams and LWR's who in turn will pass the information on to employees and students. 	Low	KCETB Business Continuity Team Director of Schools Principals All employees All students

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Keeping up to date with Government / Department Advice and Guidelines on Covid-19 cont'd				<ul style="list-style-type: none"> • Principals in consultation with their LWR's will update the Covid-19 Response Plan where required with the updated guidance and re-issue copies to all employees via MS teams. • Teachers / SNA's then in turn will inform their students of updated guidance as required. 		

This risk assessment is to be reviewed at least monthly by the FET Coordinator / Manager and LWR to ensure it remains accurate, or in the event of a change in Government or Department advice and guidance with regards to Covid-19 measures.

Signed by:
