

# St Felim's National School

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Charity No: 20109967  
Principal: Mrs. Eilís Keegan  
Deputy Principal: Mrs. Patrice Clarke

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## COVID 19 Response Plan Risk Assessment – Revision No 1

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>• Risk of Introduction and spread of the COVID 19 in SFNS</li> <li>• Risk of staff/student illness as a result of the COVID 19 virus</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	SFNS COVID-19 Response Plan in place in line with the Department of Education Guidance and the Return to Work Safety Protocol and Public Health Advice. SFNS COVID-19 Policy Statement incorporated in the Response Plan.	Y	Ongoing monitoring and adherence to the response plan and policy statement	EK PC LWR STAFF PUPILS	Ongoing  Copy made available to stakeholders
H	Staff and students will be instructed not to attend school if they have any of the symptoms of COVID-19, have tested positive for COVID-19 in the last 14 days or are identified as a <b>household close contact</b> of someone who has tested positive in the last 14 days  If a parent or guardian receives a positive ('detected') PCR COVID-19 test result for their child, they should contact their child's school principal immediately to let them know. <a href="#">** Guidance on use of Antigen Tests 29/11/2021 **</a>	Y	Regular reminders of symptoms of COVID 19 and latest Public Health advice about restricting movements and self-isolation  Communicate that parents should inform school of positive PCR test's. School to inform PODS/classes if notified of a positive PCR test.	EK PC Staff Parents	Use of existing communication channels to convey information  Regular text Reminders
H	All staff will complete a pre return to work form.	Y	Receipt and review of the pre return to work forms	EK	Prior to return in August 2021
H	Staff will be instructed on the actions that need to be taken in the event of a suspected case/confirmed case.  This is detailed in the school's COVID-19 Response Plan and Induction Programme.	Y	Regular reminders of actions Glance card on dealing with a Suspected case of Covid 19 available in all classrooms. Clear communication of the SFNS COVID-19 Response Plan	EK PC Staff	Ongoing  30/8/2021
H	The room beside main office has been identified for use as an isolation room in the event of a suspected/confirmed case. The route to the isolation room is easily accessible to all. It has easy access to a school exit and is equipped with appropriate PPE. In the event of a second case we will use V Leahy's classroom.	Y	Put clear signage up at door of isolation room	EK MB	30/08/2021
H	Staff and Visitor Log will track movement of third parties in and around the school grounds.	Y	A log of visitors/parents/contactors will be maintained. Staff will record their attendance on a calendar.	EK MB LWR Staff	Ongoing from 30/08/2021
H	The room beside main office has been identified for use as an isolation room in the event of a suspected/confirmed case. The route to the isolation room is easily accessible to all. It has easy access to a school exit and is equipped with appropriate PPE. In the event of a second case we will use V Leahy's classroom	Y	Equip room with supplies and checklists	EK MB LWR Staff	Ongoing from 30/08/2021
H	All pupils in Third to Sixth Class with the exemption of those who are medically exempt should wear a face covering/mask to school. <a href="#">Guidance on the Use of Face coverings in schools 30/11/2021</a>	Y	Communicate new guidance Request medical exemption certificate Liaise with parents as needed	EK PC	Ongoing from 1/12/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 1/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of Introduction and spread of the virus through lack of information or communication			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
L	All stakeholders will receive induction on the control measures that have been implemented re COVID-19.	Y	Updates to Covid Response Plan and Risk Assessments will be shared with staff/parents/pupils Pupils: Induction to procedures on return to school	EK PC LWR STAFF PUPILS	30/8/2021  Copy made available to stakeholders  Ongoing from 31/8/2021
L	SFNS COVID-19 Response Plan and Risk Assessment is available to all stakeholders.	Y	Covid 19 Response Plans to be shared as necessary on website	EK PC Staff Parents	Use of existing communication channels to convey information
L	Changes and updates to Public Health advice in relation to Covid 19 will be communicated to parents/guardians and school staff as they arise.	Y	Communicate reminders/updates	EK PC	Ongoing 6/9/2021 28/9/2021
L	A lead worker representative and deputy lead worker representative (LWRs) have been appointed.	Y		EK	Prior to return in August 2021
L	<ul style="list-style-type: none"> <li>The lead worker representatives are involved in communicating the health advice around COVID-19 in the workplace and all employees are aware of the names of the LWRs.</li> <li>The role of the LWRs is to work collaboratively with their employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19.</li> </ul>	Y	Communicate names of LWR 2021/2022 to all staff.  Meet with LWR	EK PC LWR	Ongoing  30/08/2021  Ongoing
L	<ul style="list-style-type: none"> <li>New control measures/ processes will be communicated as they are implemented.</li> <li>If staff have any questions or queries at any time, they have been instructed to speak to the lead worker representatives.</li> </ul>	Y  Y	Communicate new measures when necessary	EK PC LWR	Ongoing
L	<ul style="list-style-type: none"> <li>COVID-19 posters as recommended by the DES will be displayed throughout the school building.</li> <li>Signage for entrance/ exit points and for movement around the school.</li> <li>EK and PC will ensure regular communication and engagement with the LWR or about the measures being put in place to address the occupational exposure to COVID-19 in the workplace.</li> <li>Pupils will be regularly reminded of hand hygiene, respiratory etiquette, physical distancing.</li> </ul>	Y  Y  Y	Check Posters regularly	EK MB LWR  Staff	Ongoing 30/08/2021  Posters and signage checked by LWR in September 2021

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Risk Assessment carried out by: Eilís Keegan

Date: 1/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>Employees Individual Risk Factors</li> <li>Risk of Covid 19 to medically vulnerable employees</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	SFNS's identification of medically vulnerable employees - staff that are very high risk according to the HSE.	Y	Check return to work forms	EK	27/8/2021
H	<p>Details of the arrangements that will apply for medically vulnerable employees, which will be in accordance with those applying for the public service generally, have been updated by the Department of Education following consultation with management bodies and unions.</p> <ul style="list-style-type: none"> <li>Circular 0042/2021 issued to all schools on 10/08/2021. (Teachers &amp; SNA's)</li> <li>Working Arrangements for staff (other than Teachers and SNAs) who are categorised as Very High Risk (VHR) and for Pregnant staff (other than Teachers and SNAs)</li> </ul>	Y	Share Circulars & Information Notes with Staff  Staff will inform Principal of a change in their medical circumstances as soon as possible to ensure compliance with Public Health  Comply with guidance as	EK PC LWR Staff	12/8/2021  Ongoing

	employed in recognised Primary and Post Primary Schools - 2021/22 School Year <ul style="list-style-type: none"> <li>Education Sector Guidance on Employees in the Covid 19 Higher Risk Categories, including Pregnant Employees <a href="#">here</a></li> </ul>		and when necessary		
H	Updated guidance on leave available to staff to be emailed to teachers and SNAs. Information Note 0018/2021 (teachers) and Information Note 0019/2021 (SNAs)	Y		EK	Ongoing

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>Risk of introduction and spread of the virus through lack of physical distancing in and around the school</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>All unnecessary furniture has been removed from classrooms</li> <li>Desks/Pods have been positioned 1 metre apart <u>whenever possible</u></li> <li>Teacher's desk has been positioned at least 1 metre and where possible 2 metres away from pupil's desks</li> </ul>	Y	Regular reminders	EK LWR Staff Pupils	Before 30/08/2021  ongoing
H	School Hall has been repurposed into a 60m <sup>2</sup> classroom for Third Class	Y		EK JPL	Before 31/08/2020
H	<ul style="list-style-type: none"> <li>All staff and pupils are asked to walk on the left of all corridors and stairwells</li> <li>Arrows are placed on floor remind everyone of this.</li> </ul>	Y	Regular reminders by staff	Staff Pupils LWR	Before 30/08/2021  Ongoing
H	<ul style="list-style-type: none"> <li>Different entrance and exit points have been identified for different classes.</li> <li>Staff will be present each morning to show children which door to use and to remind them to exercise hand hygiene on entry to classroom</li> </ul>	Y	Review and communicate annually	EK Staff Pupils	Ongoing Letter dated 24/08/2021
H	<ul style="list-style-type: none"> <li>Extended Arrival times have been introduced.</li> <li>Children can arrive between 8:50am – 9:10am</li> </ul>	Y	Review and communicate annually	Staff Parents Pupils	Ongoing Letter dated 24/08/2021
H	Staggered break and lunch times have been introduced. <ul style="list-style-type: none"> <li>Group 1: Juniors, 1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup></li> <li>Break - 10:30-10:40. Lunch-12:10-12:40</li> <li>Group 2: Seniors, 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup></li> <li>Break – 10:50-11:00. Lunch-12:30-1:00</li> </ul>	Y	Review and communicate annually	Staff Pupils	Ongoing Letter dated 24/08/2021
H	<ul style="list-style-type: none"> <li>Yard Supervision – staff supervising on the yard will undertake yard duty with their class bubble or the classes they are assigned to where possible.</li> <li>Staff will wear face covering</li> <li>Spots are painted on the yard where children in 3<sup>rd</sup> – 6<sup>th</sup> classes need to line up for returning into class after break time and lunchtime</li> </ul>	Y	Refresh paint regularly	EK LWR Staff Pupils JPL	Ongoing  Paint refreshed Aug 2021
H	Staggered collection times are in operation: <ul style="list-style-type: none"> <li>Children in Junior and Senior Infants will go home at 1:40pm</li> <li>Children from 1<sup>st</sup> and 2<sup>nd</sup> and their siblings go home at 2:40pm</li> <li>Children who travel by bus will leave at 2.40 from designated exit.</li> <li>Children from 3<sup>rd</sup> to 6<sup>th</sup> go home between 2:50-3:00</li> </ul>	Y	Review and communicate annually	EK Staff Pupils LWR Parents	Ongoing Letter dated 24/08/2021
H	<ul style="list-style-type: none"> <li>Spots are painted on the ground outside for collection time.</li> <li>Each child will stand on a spot and the teacher on duty will direct them to their car when their parent / guardian arrives.</li> <li>Parents/ Guardians are asked to stay at their car, wear masks and maintain physical distance.</li> <li>Children must remain in their car in the morning until the gates are opened by staff.</li> </ul>	Y	Caretaker to maintain painting  Communicate regular reminders	EK Staff Pupils LWR Parents JPL	Before 30/08/2021  Ongoing  Paint refreshed Aug 2021
H	Signage will be put up in the yard and car park to remind everyone about physical distancing and social responsibility	Y	Caretaker to replace signage as necessary	EK JPL Parents	Before 31/08/2020  Ongoing
H	Policy of controlled access to communal areas	Y	Update and replace signage	EK	30/8/2021

	<ul style="list-style-type: none"> <li>Staff Room: Four persons max.</li> <li>School Office: Three persons max</li> <li>Principal's Office: Four persons max.</li> </ul>		as necessary	MB Staff	Ongoing
	<p style="text-align: center;"><b><u>Classrooms</u></b></p> <ul style="list-style-type: none"> <li>Teachers &amp; SNA spaces in classrooms have been clearly marked in each room</li> <li>Teachers &amp; SNAs have a supply of hand sanitiser, a visor, disposable face masks and cleaning wipes for use in their classrooms</li> <li>Facemasks must be worn in corridors, offices, staffrooms and in classrooms where a physical distance of 2 metres cannot be maintained.</li> <li>Pupils in Third Class and above should wear a face covering unless medically exempt. (1/12/2021)</li> <li>A no handshake policy has been implemented</li> <li>Perspex screens are available and will be provided for staff who request them</li> <li>Staff meetings will be facilitated if there is adequate space available to ensure physical distancing in line with HSE guidelines. Where this is not possible staff meetings will be held remotely, or in small groups of no more than 4 teachers.</li> <li>Staff should communicate via phone, email or via messaging rather than face to face contact whenever possible</li> </ul>	Y Y Y Y Y Y	Replace supplies of hand sanitiser/face masks as necessary	EK PC LWR STAFF	From 30/8/2021  ONGOING  Use of face masks in third to sixth class from 1/12/2021
H	<p style="text-align: center;"><b><u>Entry to School/School Office</u></b></p> <ul style="list-style-type: none"> <li>Use of buzzer to regulate visitors/gain access to school office from outside the school building</li> <li>Operation of essential business relating to general office will take place through the hatch in the corridor whenever possible for teachers</li> <li>Operation of essential business relating to the general office will take place via the hatch in the office door.</li> <li>Facemasks must be worn by anyone requesting entry to the school.</li> </ul>	Y Y Y Y	MB to manage entry to school using intercom	EK MB LWR VISITORS PARENTS THIRD PARTIES	From 30/8/2021  Ongoing
M	<ul style="list-style-type: none"> <li>No access to the Principal's office by third parties without prior approval</li> <li>Four persons maximum will be allowed in Principal's office at any time</li> <li>Facemasks must be worn and visitors must sanitise on entry and exit</li> </ul>	Y Y Y	Replace sanitizer as necessary	EK MB STAFF Third Parties	From 30/8/2021
H	<p style="text-align: center;"><b><u>Staffroom</u></b></p> <ul style="list-style-type: none"> <li>Reconfiguration of staff room to ensure physical distancing through the separation of chairs and tables</li> <li>Formation of staff pods who break together as a result of staggered breaks</li> <li>No more than four persons are allowed in the staffroom at any time - Signage on display</li> </ul>	Y Y Y	Review and communicate supervision policy	EK PC LWR STAFF	From 30/8/2021  ONGOING

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**Risk Assessment carried out by:** Eilís Keegan

**Date:** 1//12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		Risk of introduction and spread of the virus through lack of handwashing and sanitising procedures			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	Hand sanitiser has been provided at the main entrance to the SFNS premises, outside all classroom doors, communal toilets, staffroom, offices and in all classrooms. Anyone entering the school premises including all staff, pupils and visitors must sanitise their hands.	Y	Hand sanitiser to be replaced as necessary MB/EK to put hand sanitising station outside every morning.	EK MB LWR STAFF PUPILS VISITORS	Before 30/08/2021  Ongoing
H	Hand washing facilities with soap and water are available in the toilets, in all classrooms, in SET Room 1, in the staff room and in the isolation room.	Y	Replace soap as necessary	EK LWR TT/EMcG	Before 30/08/2021 Ongoing
H	<ul style="list-style-type: none"> <li>Paper towels for drying hands are available and are placed in a bin which is removed regularly using correct hygiene measures.</li> <li>Air dryers are available in toilets.</li> </ul>	Y	Empty bins daily	EK MB TT/EMcG	Before 30/08/2021 ongoing
H	Cleaning staff will complete regular checks to ensure there is a sufficient supply of hand sanitisers, paper towels and soap.	Y	LWR & Cleaners to notify office when supplies run low.	TT/EMcG LWR	Ongoing From 30/08/2021
H	Staff and students are encouraged to wash their hands regularly and reminded of the importance of drying hands thoroughly .	Y	Regular reminders	EK Staff Students LWR	Ongoing From 30/08/2021
H	Staff and students have been instructed not to share objects that touched their mouth for example bottles or cups	Y	Regular reminders from teachers	Staff Students	Ongoing From 30/08/2021
H	Posters in place to build awareness of good hand washing technique the need to increase hand washing frequency avoid touching your face and to cough or sneeze into a tissue which is been safely or into your arm if that issue is not available this is reinforced through the induction.	Y	Check and replace posters as necessary	EK MB LWR	Ongoing From 30/08/2021 Posters checked by LWR in Sept.

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**Risk Assessment carried out by:** Eilís Keegan

**Date:** 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus through pupil interaction/movement at school			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>A no handshake/high five/fist pump/hug policy is in operation in the school.</li> <li>All classrooms will be configured and desks will be separated in conformance with the Department of Education's sample layouts <b>in so far as is possible</b></li> <li>Students will use designated entry and exit points.</li> <li>Students will play with their class bubble in their designated play area</li> <li>Where students need to move around within the classroom to perform activities such as access to resources this will be planned to the greatest degree possible to minimise student to student or pod to pod interaction.</li> <li>Children from first to sixth classes leave their classrooms pod by pod.</li> <li>Children from first to sixth class line up outside in pod groupings.</li> <li>Children in Third to Sixth maintain a one metre distance between each other in the line and while exiting and entering the classrooms.</li> <li>Pupils in Third to Sixth Class should wear a face covering indoors in the school.</li> </ul>	Y Y Y Y Y Y Y Y	Teachers to teach/remind children of Covid Procedures on return to school and whenever necessary	EK PC Staff Students	Ongoing from 30/08/2021  Letter dated 24/08/2021  Use of face coverings in 3 <sup>rd</sup> – 6 <sup>th</sup> from 1/12/2021

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**Risk Assessment carried out by:** Eilís Keegan

**Date:** 1/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus the use of shared toilets.			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>First Class, Second Class and Third Class, will use the communal toilets at each end of the main school corridor. Each set of communal toilets has three cubicles, the door of each cubicle will be painted a different colour, a specific colour will be assigned to each of the classes using the communal toilets.</li> <li>One child per class is permitted to the toilet at a time.</li> <li>Communal toilets will be cleaned twice per day.</li> </ul>	Y Y Y	Teachers to teach/remind children of Covid Procedures in relation to use of shared toilets on our return to school and whenever necessary	EK PC KAM LS EMcS TT/ET	From 31/8/2021

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Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus the use of the staffroom.			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>A maximum of 4 people who are socially distanced permitted to use the staff room at any given time - Signage indicating capacity will be on display.</li> <li>Soap and hot water available in the staffroom, sanitiser is available at the entrance to the staffroom.</li> <li>All staff should exercise hand hygiene on entry.</li> <li>Staff to ensure they sanitise or wash hands prior to using shared equipment e.g. kettle, microwave.</li> <li>Staff are not to share delph &amp; cutlery. Staff to clean up after themselves and put delph &amp; cutlery in dishwasher.</li> <li>Clean and sanitise the table before and after eating in staffroom</li> <li>Cleaning of the staffroom areas will take place at least twice daily.</li> <li>Waste bins will be changed regularly.</li> <li>Staff should wear face coverings when not eating.</li> <li>Reconfiguration of staff room to ensure physical distancing through the separation of chairs and tables</li> <li>Formation of staff pods who break together as a result of staggered breaks</li> </ul>	Y Y Y Y Y Y Y Y Y Y	Check signage on door Remind staff at Induction Meeting 30/8/2021  Replace soap/sanitiser/disinfectant spray/blue roll as necessary	EK PC STAFF TT/E McG	From 30/8/2021  Ongoing

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Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk to the Mental Health & Wellbeing of students and staff			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
	<ul style="list-style-type: none"> <li>Employer Assistance Service provided by Spectrum Life. This is a confidential employee support service designed to assist staff in resolving personal or work related concerns. A free phone confidential helpline, counselling, a wellbeing portal and app, online cognitive behaviour therapy and a mental health promotion manager are available to support staff.</li> <li>Implementation of the DES Guidance Document on Supporting the Wellbeing of School Communities as Schools Reopen.</li> <li>Promotion of student wellbeing in: <ul style="list-style-type: none"> <li>➢ SPHE</li> <li>➢ PE</li> <li>➢ RE</li> </ul> </li> <li>Use of DES Wellbeing Toolkit/NEPS Resources</li> </ul>	Y Y Y Y	EK to remind staff at Covid Induction 30/8/2021	EK PC Staff LWR Pupils	From 30/08/2020 Ongoing

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Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

zard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus through poor ventilation			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>Staff will follow the updated ventilation guidelines issued by the DES 30/11/2020.</li> <li>Windows will be opened for 15 minutes before class begins and for 15 minutes after class ends daily.</li> <li>Windows will be fully open when classrooms are not in use</li> <li>Windows will remain partially open when classrooms are in use</li> <li>Classroom doors should be opened regularly throughout the day to encourage air movement</li> <li>CO2 monitors supplied by DES in classrooms will be monitored daily. Teachers will act to aerate the room if necessary.</li> <li>Air vents are accessed and opened</li> <li>Corridors will be ventilated regularly throughout the day by opening outside doors.</li> <li>Windows in toilets to be open during the school day and extractor fans to be used if available</li> </ul>	Y Y Y Y Y Y Y Y Y	Reminder of Ventilation Guidelines at Croke Park Meeting 30/8/2021	EK PC LWR STAFF	30/8/2021 EK

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Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus from high touch areas through lack of cleaning			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>Cleaning staff will clean the school at least once per day and they have been instructed on enhanced cleaning regimes in line with Department and Health Protection Surveillance Centre guidelines.</li> <li>High contact areas in the school will be subject to cleaning at least twice daily.</li> <li>There will be frequent cleaning and disinfecting of objects and surfaces that may be touched regularly (taps and washing facilities, toilet flush and seats, door handles, radiators, window sills.)</li> <li>Cleaners have been instructed to ensure reusable cleaning equipment (mop heads, non-disposable cloths) are clean before re-use and buckets are emptied and cleaned before re-use.</li> <li>The school will operate a clean desk policy. Staff will have access to cleaning products/ wipes to clean IT equipment (phones, keyboard, desk) and are responsible for keeping their own workspace clean. Children's desks are cleaned daily.</li> <li>Whenever possible, doors will be propped open during the day (unless it is a fire door) to aid circulation and minimise touch points.</li> <li>The isolation room and all other relevant areas will be deep cleaned if used for purposes of isolating suspected cases of COVID-19.</li> <li>Staff are asked to ensure they do not leave personal items (mobile phones, car keys, bags) on communal surfaces</li> <li>Where teaching and learning involves the use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.</li> <li>Checks will be carried out by school management and the LWRs to ensure that the necessary cleaning procedures are being followed.</li> <li>The LWRs will ensure that cleaning regimes are being implemented and report any issues to management.</li> <li>The school will use pedal rather than hand operated waste bins where possible and waste bins will be emptied on a regular basis using correct hygiene measures.</li> </ul>	Y Y Y Y Y Y Y Y Y Y Y	<p>Meet with TT &amp; EMcG to discuss cleaning regime in August</p> <p>Staff reminder to maintain clean desk policy on 30/8/2021</p> <p>Staff reminder on cleaning policy in relation to IT devices on 30/8/2021</p> <p>Ongoing checks</p>	EK PC STAFF LWR TT/EMcG	<p>From 30/08/2020 Ongoing</p> <p>Covid Induction 30/8/2021 EK</p> <p>Covid Induction 30/8/2021 EK</p>

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable. Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus through the improper use of PPE			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>Relevant and necessary PPE will be available when responding to a suspected case of COVID-19 including PPE for cleaning and disinfecting rooms where a pupil or staff member with suspected COVID-19 was present. Medical grade face masks will be available.</li> <li>Appropriate PPE, including medical face masks will be available for dealing with intimate care needs and for first aid. Staff providing healthcare to students with medical needs in school will apply standard precautions as per usual practice.</li> <li>PPE will be made available where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups or may be living with people who are in a very high risk category.</li> <li>All staff will wear a face covering where a physical distance of two metres from other staff or students cannot be maintained or concerns regarding prolonged close contact and exposure to fluid or respiratory droplets exist. In SFNS this may apply when teachers are inside their classrooms, are supervising at break times/ corridors/ at entry or exit points/toilets, spending time in the staff room.</li> <li>Medical grade masks in the EN14683 category will be supplied to all SETs and SNAs and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs.</li> <li>Disposable or multi use face coverings including clear visors will be made available to staff in cases where a backup face covering is needed during the day or required on an ongoing basis.</li> <li><u>The school recommends that all pupils who travel to and from school by bus wear a face covering.</u></li> <li>Bins will be provided where staff and students can dispose of used PPE. These bins will be removed at the end of the day and replaced using proper hygiene controls.</li> <li>Regular communication and monitoring of proper and relevant PPE usage. (see also information/communication section)</li> <li>Guidance on the correct use of face Coverings will be issued to parents and on display in Third–Sixth Class. See <a href="#">Poster</a></li> </ul>	Y Y Y Y Y Y Y	<p>LWR to check PPE supplies and report when stock is running low.</p> <p>Posters on wearing face masks to be displayed in classes, communicated to parents through Aladdin Connect and Website</p>	Staff LWR TT/EMcG Staff Pupils	From 30/8/2021 Ongoing             Posters displayed 1/12/2021 Guidance sent to parents 1/12/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 1/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of the virus from third parties; parents/guardians, Contractors, Suppliers, Visitors			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>Policy of restricted access for essential purposes only with prior approval from the principal will operate and apply to all third parties seeking to enter the building.</li> <li>The area outside our School office will be our specific designated contact point.</li> <li>All third parties entering the school building following approval must use hand sanitiser and wear a face covering.</li> <li>Parents and Guardians will need to contact the office in advance and obtain prior approval from the principal if they require access to SFNS for essential purposes.</li> <li>Parents and Guardians collecting students will be asked sanitise hands and wear a face covering before</li> </ul>	Y Y Y Y	<p>Remind Parents of Policy of Restricted Access</p> <p>MB to maintain visitor log</p>	MB EK PC Staff LWR Third Parties	From 30/08/2020  Ongoing   Letter dated 24/08/2021



	pressing the buzzer at the main front door. They must sign the pupil out and wait to the left of the main door. The pupil will subsequently be sent out to meet them at the designated contact point. This is subject to prior approval from the principal and for essential purposes only. This practice should be kept to an absolute minimum.	Y			
	<ul style="list-style-type: none"> <li>Parents/Guardians, contractors and visitors are requested not to attend the school if they are exhibiting symptoms of COVID-19, have been diagnosed with COVID-19 in the last 14 days or have been identified as a <u>household close contact</u> of someone diagnosed with COVID-19 in the last 14 days.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>Contractors and visitors will sign in on arrival and sign out on departure.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>Contractors are not permitted to use tools or equipment owned by the school.</li> </ul>	Y			
	<ul style="list-style-type: none"> <li>Staff and contractors required to sign paperwork must only use their own pen for paperwork and wash/sanitise hands before and after signing.</li> </ul>	Y			

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Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>Risk of introduction and spread of the virus the use of shared materials and resources in school.</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<b>Personal Belongings</b> <ul style="list-style-type: none"> <li>Children will leave their pencil cases and personal equipment in school. A second pencil case should be purchased for use at home.</li> <li>Coats will be stored in schoolbags/boxes/back of chairs.</li> <li>Children from 1<sup>st</sup> - 6<sup>th</sup> class will store books and copies in a box with a lid.</li> <li>Children must avoid putting personal equipment e.g. pencils etc. into their mouths</li> </ul>	Y Y Y Y	Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021  Letter dated 24/8/2021
H	<b>Science/Maths Equipment</b> <ul style="list-style-type: none"> <li>All equipment must be sanitised before use.</li> <li>Pupils and staff must exercise hand hygiene before using equipment.</li> </ul>	Y Y	Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021
H	<b>iPads</b> <ul style="list-style-type: none"> <li>Timetable for use of iPads to be drawn up and shared with staff</li> <li>Pupils and staff must exercise hand hygiene before using equipment.</li> <li>Devices will not be shared between pupils</li> <li>Devices will be cleaned after use before being returned to the charging unit</li> </ul>	Y Y Y Y	RMD to draw up timetable Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK RMD Staff	Ongoing from 30/8/2021
H	<b>PE &amp; PE Equipment</b> <ul style="list-style-type: none"> <li>PE will take place outside See Return to School Curriculum Guidance document Pg18</li> <li>Children must sanitise hands before and after PE</li> <li>PE resources must be cleaned or quarantined for 72 hours before and after use.</li> </ul>	Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021
H	<b>Ready Set Go Maths</b> <ul style="list-style-type: none"> <li>Pupils and staff must exercise hand hygiene before using equipment.</li> <li>Teachers to wear face coverings when working with groups.</li> <li>Maths Equipment must be cleaned after use.</li> </ul>	Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021
H	<b>Aistear / Structured Play</b> <ul style="list-style-type: none"> <li>Materials and equipment for Aistear must be carefully chosen to ensure that they can be easily and safely cleaned.</li> <li>Aistear resources must be cleaned or quarantined for 72 hours after use.</li> <li>Teachers must wear face coverings when working with groups.</li> <li>Pupils and staff must exercise hand hygiene before</li> </ul>	Y Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK PC MOC VL Pupils	Ongoing from 30/8/2021

	using equipment.				
H	<p><b>Literacy Stations</b></p> <ul style="list-style-type: none"> <li>Pupils and staff must exercise hand hygiene before starting Literacy Stations and when moving from one station to another.</li> <li>Teachers to wear face coverings when working with children.</li> <li>Books will be quarantined for 72 hours after use.</li> <li>There will be different sets of activities /resources for each group</li> <li>Groups will go out of room for some stations to facilitate physical distancing if necessary.</li> <li>Pupils will use their own equipment whenever possible.</li> </ul>	Y Y Y Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021
H	<p><b>Classroom Libraries</b></p> <ul style="list-style-type: none"> <li>Box of books will be provided for pod groups</li> <li>Books will be quarantined for 72 hours after use.</li> <li>Pupils and staff will exercise hand hygiene before and after DEAR/Library time.</li> </ul>	Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021
M	<p><b>Football at playtime</b></p> <ul style="list-style-type: none"> <li>Each class bubble has a football.</li> <li>Football will be sanitised after use</li> <li>One pupil per class will be assigned to get ball when it goes out of play</li> <li>All children will exercise hand hygiene after break time.</li> </ul>	Y Y Y Y	Covid Induction for staff 30/8/2021 Teachers to teach/remind pupils of Covid Procedures on our return to school.	EK Staff Pupils	Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

<b>Hazard</b>		COVID 19			
<b>Is the hazard present?</b>		YES			
<b>What is the risk?</b>		• Risk of introduction and spread of the virus the administration of First Aid			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<ul style="list-style-type: none"> <li>Staff will attend to child wearing a facemask and gloves.</li> <li>Each teacher on yard will have a bum bag with essential first aid items.</li> <li>Staff members supervising on yard to attend to child.</li> <li><u>Child only sent in to Mrs. Brady if absolutely essential. Child will be attended to outside the office.</u></li> </ul>	Y Y Y Y	Covid Induction for staff 30/8/2021  Staff to report to MB when First Aid Supplies are running low.	EK PC MB Staff	Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

<b>Hazard</b>		COVID 19			
<b>Is the hazard present?</b>		YES			
<b>What is the risk?</b>		• Risk of introduction and spread of the virus through handling and correcting pupil's books and copies.			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
M	<ul style="list-style-type: none"> <li>Teachers should exercise hand hygiene before and after correcting each child's copies.</li> <li>Copies/Books should be corrected Pod by Pod whenever possible.</li> <li>Copies/Books can be quarantined for 72 hours before and after correction whenever practicable.</li> <li>Pupils should correct their own work whenever possible</li> <li>Homework may be completed on Seesaw when suitable.</li> </ul>	Y Y Y Y Y	Covid Induction for staff 30/8/2021	Teaching Staff	Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>Risk of introduction and spread of through interaction with Special Education Teachers, SNA's, Principal &amp; Secretary</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<p><b>Special Education Teachers</b></p> <ul style="list-style-type: none"> <li>Special Education Teachers are assigned to different class bubbles to minimise interaction</li> </ul> <p><b>Pupils/Groups who are withdrawn:</b></p> <ul style="list-style-type: none"> <li>Pupils to sanitise prior to entry to SET room and when they return to the base classroom</li> <li>Teacher will wear a face covering</li> <li>Tables and chairs will be cleaned down after each group</li> </ul> <p><b>Pupils who receive In-Class Support</b></p> <ul style="list-style-type: none"> <li>Teacher will exercise hand hygiene on arrival to class and immediately after they leave the classroom</li> <li>Face Coverings will be worn.</li> </ul>	Y Y Y Y Y Y	Covid Induction for staff 30/8/2021	VD VL JMcG MP Staff Pupils	Ongoing from 30/8/2021
H	<p><b>Special Needs Assistants</b></p> <ul style="list-style-type: none"> <li>SNAs will be assigned to specific children and Class Bubbles in order to minimize interaction across bubbles.</li> <li>SNA must sanitise hands prior to entry and exit of class</li> <li>SNAs are responsible for ensuring that any equipment used in the course of their daily activities is cleaned and disinfected after use.</li> <li>SNAs must wear medical grade face masks.</li> <li>SNAs will use PPE appropriate to the needs of the child</li> </ul>	Y Y Y Y Y	Covid Induction for staff 30/8/2021	LS JB JP SF EK	Ongoing from 30/8/2021
M	<p><b>Principal/Secretary</b></p> <ul style="list-style-type: none"> <li>Visits to classrooms should be minimised to those deemed strictly necessary. Visitors should address the class from the door or from the designated teacher area at the top of the room.</li> <li>Principal/secretary should wear their mask at all times.</li> <li>Principal/Secretary should use internal phones to deliver messages whenever possible.</li> <li>Visitors must sanitise hands prior to entry and exit of class</li> </ul>	Y Y Y Y	Covid Induction for staff 30/8/2021	EK MB LWR	Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilís Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		<ul style="list-style-type: none"> <li>Risk of introduction and spread of through interaction with Work Experience Students.</li> </ul>			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
M	<p><b>Teaching Practice Students</b></p> <ul style="list-style-type: none"> <li>The School Principal will give an induction to the School's Covid Procedures.</li> <li>Teaching Practice Students will work under the guidance and direction of class teachers who are responsible for ensuring they follow Covid Procedures while in their classroom.</li> <li>Students must wear a mask at all times.</li> <li>Work Experience students will be instructed not to attend school if they have any of the symptoms of COVID-19, have tested positive for COVID-19 in the last 14 days or have been identified as a <u>household close contact</u> of someone who has tested positive in the last 14 days</li> </ul>	Y Y Y Y	<p>EK to give induction to Covid Procedures</p> <p>Class teacher is responsible for ensuring that TY student follows Covid Procedures while in their class.</p>	EK PC Student Staff	As Necessary from 30/8/2021
H	<p><b>TY Students</b></p> <ul style="list-style-type: none"> <li>TY Students must have received training in Covid Procedures and Protocols in secondary school.</li> <li>The LWR will give an induction to the School's Covid</li> </ul>	Y	<p>EK to check Covid training with BCS</p> <p>EK to give induction to Covid</p>	TY Student EK PC	<p>As Necessary from 30/8/2021</p> <p>SK-8/9/21</p>

Procedures. <ul style="list-style-type: none"> <li>• TY Students will visit one class only per week.</li> <li>• TY Students will work under the guidance and direction of class teachers who are responsible for ensuring they follow Covid Procedures while in their classroom.</li> <li>• TY Students must wear a mask at all times.</li> <li>• TY students should exercise regular hand hygiene throughout the day.</li> <li>• TY students will break for lunch on their own.</li> <li>• TY students will be outside on yard with their designated class during break time.</li> <li>• TY students will be instructed not to attend school if they have any of the symptoms of COVID-19, have tested positive for COVID-19 in the last 14 days or have been identified as a <u>household close contact</u> of someone who has tested positive in the last 14 days</li> <li>• Student must maintain a log of classes visited.</li> </ul>	Y	Procedures & timetable  Class teacher is responsible for ensuring that TY student follows Covid Procedures while in their class.	LWR Staff	
	Y			
	Y			
	Y			
	Y			
	Y			
	Y			
	Y			

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilis Keegan

Date: 01/12/2021

<b>Hazard</b>		COVID 19			
<b>Is the hazard present?</b>		YES			
<b>What is the risk?</b>		• Risk of Legionella from Stagnant Water			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
L	The water system in SFNS was subjected to regular flushing prior to our return to school.	Y	Annual flush out of system	JPL EK	Before 31/08/2020

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilis Keegan

Date: 01/12/2021

<b>Hazard</b>		COVID 19			
<b>Is the hazard present?</b>		YES			
<b>What is the risk?</b>		• Risk of the introduction/spread of the virus through lack of physical distancing at emergency assembly points			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
L	Sufficient space at fire assembly points to ensure physical distancing can be maintained in an emergency evacuation. Any changes re. above to be communicated to staff and students	Y	Review Fire Evacuation Procedures	EK PC LWR	Fire Evacuation Procedures reviewed and communicated on 04/09/2020

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilis Keegan

Date: 01/12/2021

<b>Hazard</b>		COVID 19			
<b>Is the hazard present?</b>		YES			
<b>What is the risk?</b>		• Risk of introduction/spread of the virus from participation in extra-curricular activities			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
M	All extra-curricular activities will be suspended until public health advice allows.	Y	Review according to Public Health Advice	EK PC	Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

Risk Assessment carried out by: Eilis Keegan

Date: 01/12/2021

Hazard		COVID 19			
Is the hazard present?		YES			
What is the risk?		• Risk of introduction and spread of through singing and playing wind instruments.			
Risk Rating H/M/L	Controls	Is this control in place?	Action/ To Do List/ Control to be put in place	Person responsible	Signature and date when action completed
H	<b>Recorder Lessons</b> <ul style="list-style-type: none"> <li>Recorders must not be shared.</li> <li>All windows and doors will be fully open for the duration of recorder lessons.</li> <li>All pupils must face forward for music lessons.</li> <li>A tissue will be placed under each child's recorder to catch droplets. This will be binned immediately after lessons. Pupils should wash hands afterwards.</li> <li>Pupils desks must be completely clear of all books other than music folders.</li> <li>Desks must be cleaned and sanitised after lessons.</li> <li>Pupils should leave classroom and go for a walk outside after music lessons.</li> <li>Mr Gaskin will maintain at least 1m physical distance from pupils at all times and he will be masked while not demonstrating use of the instrument.</li> </ul>	Y	Communicate controls to teachers and Mr Gaskin.  Teachers to explain procedures to children.	EK PC Staff Pupils	Communicated to Teachers 8/11/2021  Ongoing from 12/11/2021
M	<b>Singing Lessons</b> <ul style="list-style-type: none"> <li>Teachers will ensure that the room is well ventilated before, during and after singing lessons.</li> <li>Pupils should turn their chair to face forward while singing.</li> </ul>	Y  Y	Covid Induction for staff 30/8/2021		Ongoing from 30/8/2021

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** should be dealt with as soon as practicable.

**Risk Assessment carried out by:** Eilís Keegan

**Date:** 1/12/2021