

SULLIVAN UPPER PREPARATORY DEPARTMENT

RISK ASSESSMENT FOR: CORONAVIRUS – REOPENING August 2020 Event Date: **25.06.2020 (updated 11/8/2020)**

Identification of Hazards (ie What could reasonably be expected to cause harm)	Identification of Risks (ie Who might be harmed in what ways)	Existing Control Measures (ie What devices or procedures are in place to reduce or control the risk)	Risk Evaluation (ie How dangerous, how likely) (PTO for example of risk evaluation calculation)				Further Action Planned or Required To Control OR Reduce Risk
			Likelihood of Harm (1-5)	Probable Severity (1-5)	Calculated Risk (1-25)	Low (1-8) Medium (9-14) High (15-25)	
National guidelines are updated regularly but school lapses in following advice	Pupils, staff and visitors	<ul style="list-style-type: none"> DE/EA Guidance sent to school Public health websites (UK and NI) checked on regular basis 	3	4	12	Medium	Meetings (with input from HoD, Nurse, Facilities Manager, Bursar & Headmaster) to consider guidance and implications for school; meetings to continue as long as needed to monitor operations, identify issues and consider developments in government and other relevant guidance
Guidelines in place but are not being followed in school	Pupils, staff and visitors	<ul style="list-style-type: none"> Posters around school including Prep Office, Loughhead House & Dromkeen House, Dromkeen Hall, canteen, Silver Robin (as appropriate), in classrooms and in corridors Hand sanitisers installed in key locations to ensure ease of access for staff and pupils All staff to reiterate message – importance of social distancing, hygiene controls, covering your cough or sneeze with a tissue, then 	3	4	12	Medium	<p>Additional signage required eg one way (as appropriate), clear child-friendly reminders re social distancing</p> <p>Screen guards to be obtained where social distancing is not possible</p> <p>Additional PPE required for staff to access in the event of accidents or illness occurring; identification of an isolation room (Prep Interview Room)</p> <p>Facilities Manager to brief Cleaning Team – enhanced cleaning regime</p> <p>Disinfectant Wipes to be supplied for each classroom</p>

		<p>throwing the tissue in a bin; avoid touching your eyes, nose and mouth with unwashed hands.</p> <ul style="list-style-type: none"> • Handwashing posters placed in all bathrooms • Coronavirus information is updated via Parentmail with appropriate links • Cleaning staff briefed: <ul style="list-style-type: none"> - ensure that all toilet/bathroom facilities are well stocked - ensure that cleaners' resources are adequate and are effective against Coronavirus. - Frequently touched surfaces eg door handles, doors, light switches, keyboards receive special attention at end of day - Focus on toilets being cleaned and paper hand towels are regularly re-filled. • Provision of hand sanitiser stations for reception area, dining room and in classrooms throughout the school • Separate permanent pens provided for signing in purposes with hand sanitiser 					<p>Keyboards/light switches door handles to be cleaned before use and regularly during the school day by staff members</p> <p>Waste disposal arrangements in place for potentially contaminated waste</p>
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		<ul style="list-style-type: none"> Nurse supplies updated to include appropriate level of wipes/gloves/aprons/masks etc 					
Risk of infection – opening of buildings and facilities	Pupils, staff and visitors	<ul style="list-style-type: none"> Deep clean to be carried out over summer closure period Use of appropriately trained personnel re H & S checks completed re: <ul style="list-style-type: none"> Water Fire alarm Grass cutting PAT testing Boiler/heating services Pest control Other statutory inspections as required 	2	4	8	Low	
Risk of infection – communal areas	Pupils, staff and visitors	<ul style="list-style-type: none"> Office area with signage and designated area marked; hand sanitiser Re-design of staff room in line with social distancing Signage throughout school 	2	4	8	Low	<p>All to observe social distancing measures;</p> <p>Use of facilities for tea and lunch breaks to be staggered; use of own utensils, cups, plates etc to be cleaned by owner after use and taken away</p> <p>Use of one-way system for movement around school buildings to ensure safe passage way</p> <p>Pupils in Preps 1-7 to remain in designated classrooms in their assigned bubbles – teachers to move</p> <p>Pupils assigned designated play/ “learning” areas outside: Preps 1 & 2 in Foundation Stage play area; Preps 3 & 4 in Loughhead House areas; Preps 5 & 6 in Lower Classroom area and tennis courts; Prep 7 in playground; bubbles of 14 max and pods</p>

							<p>inside bubbles of 3-4 children; social distancing to be observed (all)</p> <p>Only one child in toilet areas at any one time with staff rota in operation for cleaning; signage; social distancing to be observed</p> <p>Arrangements in place at Prep Office reception; signage; designated area for standing; hand sanitizer; additional protective screen (if required)</p>
Risk of infection – pupil entry/exit	Pupils, staff and visitors	<ul style="list-style-type: none"> Staggered starting and stopping times; use of separate gates for entrance and exit; use of all four gates at entry and exit times; staff in attendance 	2	4	8	Low	<p>Pupils to proceed immediately to designated area on arrival</p> <p>Use of hand sanitiser/hand washing facilities upon entry to classroom</p> <p>One-way system in operation for movement to classrooms</p> <p>Signage re social distancing</p> <p>Numbers in toilets – one only at any time – signage</p> <p>Parents/Guardians/Visitors not permitted to enter buildings unless by prior arrangement</p>
Risk of Infection - uniform	Pupils and staff	<ul style="list-style-type: none"> DE Guidance followed; schools are not high risk environment. Cleaning of uniform is not compulsory at this time 	2	4	8	Low	<p>Pupils may wear uniform, or PE gear if needed to allow for washing (no ties initially); encourage clean clothes daily</p>
Risk of Infection – handling books/papers etc	Pupils, staff and visitors	<ul style="list-style-type: none"> Staff to determine ways to minimise passing of textbooks/homework books; Use of email communication/Google 	2	4	8	low	<p>Where paper/document/item handling cannot be avoided – follow appropriate hygiene rules; handwashing/hand sanitiser and not to touch eyes, face. mouth or eat before cleaning hands.</p> <p>Use of individual trays for each child to</p>

		Classroom as appropriate					allow staff to hand out work, papers etc in advance to minimise contact.
Poor mental health/increased anxiety	Pupils, staff	<ul style="list-style-type: none"> • Communication with pupils and staff (see below) to ensure all familiar with arrangements • Use of pastoral team and teachers to identify pupils who are not engaging; follow up with parents • Personal Development & Mutual Understanding (PD&MU) area of the curriculum will be developed per class to encourage opportunities for reflection; use of counselling measures as per previous Neuroheadway training in 2019-20 to be followed up with assorted practices • Inspire counselling available for staff 	3	4	12	Medium	<p>For both staff and pupils; school recognises the potential for increased anxiety due to changes in routine and workplace and loss of face to face teaching time.</p> <p>Staff briefings and updates to communicate plans</p> <p>Training in August to support pastoral work for all staff prior to starting classes; SEN concerns to be met through staff training by Learning Support Co-ordinator for all teaching staff</p> <p>Approach agreed to preparing pupils for a return to academic work and recognition of events/challenges during lockdown</p> <p>Approach agreed by all staff to support mental health and resilience</p> <p>Learning Support Co-ordinator to arrange specific induction and support for pupils with additional needs</p>
Poor communication	Pupils, staff and visitors	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently by staff • Staff updated with any developments (eg numbers (no names) of self-isolating pupils, news etc. Emails from school nurse, Head of 	3	4	12	Medium	<p>Parentmail to be issued to parents re plans for opening; health information/ lunch/ schoolbags/ uniform etc</p> <p>Emails to staff to update on plans; risk assessment to be shared with staff</p>

		Prep and Headmaster					
<p>Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area</p> <p>Staff do not report a member of their household has been confirmed positive for virus</p> <p>Staff attend if unwell</p>	Pupils, staff and visitors	<ul style="list-style-type: none"> Staff updated with latest guidance from Public Health (emails/ Parentmails); DE guidance 	2	4	8	Low	<p>DE Guidance 19 June 2020 – NI Reopening Schools - Guidance shared with all staff along with any further government guidance documents pre-opening for 2020-21</p> <p>Survey of staff to identify issues re staff availability</p> <p>Liaise with Head of Prep to support staff required to self-isolate or shielding if applicable</p> <p>School Nurse advises those staff who require to self-isolate</p> <p>Individual risk assessments if additional circumstances applicable (eg working arrangements/medical needs etc)</p>
School Meals – spread of infection via staff/deliveries etc	Pupils, staff and visitors	<p>Precautions are in place for all staff on Prep sites (Silver Robin for P4-P7 children & Dromkeen Hall for P1-P3 children)</p> <ul style="list-style-type: none"> - Washing hands - Use of sanitiser at beginning of service before using fingerprint scanner/keypad - Wearing gloves and hair nets and uniform - Additional cleaning of surfaces during service - Additional cleaning of fingerprint scanners/keypad - Segregation of delivery area; additional PPE for staff dealing with deliveries 	3	4	12	Medium	<p>Canteen dining areas measured to ensure social distancing in operation;</p> <p>Limited numbers will be able to attend – use of staggered lunch times and alternative Prep classroom venues</p> <p>Consideration of drop off or collection service</p> <p>Sanitising of eating areas/ hand washing before and after food</p> <p>Option initially of eating packed lunches in classroom to be followed until School Cafeteria has been organised appropriately to meet Prep's needs</p>

		<ul style="list-style-type: none"> - Thorough cleaning of kitchen at the end of every service - ensure the kitchen space and lavatory for staff are being cleaned as appropriate 					
Specific guidelines regarding school trips/sporting activities aren't followed	Pupils, staff and visitors	<ul style="list-style-type: none"> - Guidance issued by sporting bodies followed (IRFU, Hockey Ireland, Swim Ireland) 	3	4	12	Medium	<p>Currently no new school trips or residential to be planned</p> <p>Extra-curricular activities currently on hold; review meetings will be held on ongoing basis to monitor developments</p>
Outside users bringing in infection	Pupils, staff and visitors	<ul style="list-style-type: none"> - Monitoring of Public Health Advice, DE and Government Advice 	3	4	12	Medium	<p>All use of school facilities by external groups is cancelled but will be kept under review</p> <p>All visitors to school required to report to reception – social distancing and hygiene measures in place</p> <p>Parents/guardians to enter school by prior arrangement only</p>
<p>Pupils are not displaying symptoms but have virus</p> <p>Pupils do not report sickness</p> <p>Pupils are unwell but attend school</p>	Pupils, staff and visitors	<ul style="list-style-type: none"> - Parents advised of guidance from Public Health - Staff monitor and report any concerns to School Nurse - Pupils displaying symptoms or concerns about return from travel are asked to be taken home for self-isolation by parents 	3	4	12	Medium	<p>Isolation Room identified – Interview Room in Dromkeen House</p> <p>Specific information to be issued to parents re medical requirements:</p> <ul style="list-style-type: none"> - Symptoms - Pupils not to be sent into school if unwell or displaying symptoms
Lack of PPE	Pupils, staff and visitors	<ul style="list-style-type: none"> - DE and PHA Guidance followed; routine use of PPE within education settings is not required 					<p>PPE Requirements: giving children medication, first aid, toileting accidents. Nurse to provide required PPE as per Government updated guidelines due mid-</p>

		<p>other than for certain tasks deemed to be of higher risk of transmission</p> <ul style="list-style-type: none"> - Hand sanitiser and wipes to be supplied for each classroom and offices. - Specific provision for medical room and school nurse - 					<p>August 2020</p> <p>If social distancing cannot be observed (eg working with pupils with additional needs), risk assessment to be carried out and additional PPE sourced if required. Currently social distancing for staff at 2m and for children to work in separate class bubbles maintaining social distancing as and where appropriate or possible from each other.</p>
Education of pupils disrupted; class sizes	Pupils	<ul style="list-style-type: none"> - Arrangements made for remote learning using hard copy resources and Google Classrooms - Contact by teachers with classes via remote connections - All Departments required to formalise their arrangements to Head of Prep - Review of practical subjects (PE, Art & Music) on ability to safely conduct practical sessions or to make alternative arrangements - Pupils and parents advised of arrangements - Monitoring of position with AQE examination office 	5	2	10	Medium	<p>Key Cohorts: Prep 1 and Prep 7 are identified as per DE Guidance: Return to School from 17.08.2020 on part time basis, with Prep 7 fulltime from 24.08.20; Prep 1 staggered intake to 12 noon until 07.09.20 when their full days start</p> <p>Induction of Prep 2 - Prep 6 to begin 20.08.20 mornings only and fulltime from 24.08.20</p> <p>Suitable venues identified to take account of class sizes and maintain 1m where appropriate and possible for social distancing</p>

Signed : _____

Date Submitted : _____

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Sullivan Upper School

Risk Evaluation-

The Quantitative Approach

Multiply the **LIKELIHOOD OF HARM (1–5)** by the **PROBABLE SEVERITY (1-5)** to **CALCULATE THE RISK (1-25)** and then clarify as **LOW (1-8)**, **MEDIUM (9-17)** or **HIGH (18-25)**

LIKELIHOOD OF HARM		X	PROBABLE SEVERITY		=	CALCULATED RISK RATINGS	
1	very unlikely		1	trivial injury		LOW	(1-8)
2	unlikely		2	minor injury		MEDIUM	(9-17)
3	50/50 likelihood		3	moderate injury		HIGH	(18-25)
4	likely		4	major injury			
5	very likely		5	fatality			

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eg: tripping over a schoolbag and being injured:

Likelihood = 4, Severity = 3 ∴ **4 x 3 = 12**, Risk Rating **MEDIUM**