

Covid Risk Assessment



**Central College Limerick
Sexton Street
V94 W P48**

Section from safety statement:

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Central College Limerick Covid Addendum

Version 5, 28/09/2021

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect a person's lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

Legislation under the Safety, Health and Welfare at Work Act 2005 requires health surveillance to be carried out based on risk assessment. Employers are required to undertake a risk assessment with regard to Covid-19 and potential workplace exposure where the nature of work poses an occupational exposure health risk to Covid-19.

This risk assessment is designed to identify suitable control measures to mitigate the risk of Covid-19 infection. Risk assessments need to be regularly reviewed and updated and be based on the current best practice in relation to infection prevention and control.

What is the risk? Spread of Covid-19 Coronavirus

Key Challenge: A key challenge for colleges during this pandemic is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for students/students and where teachers feel able to engage with students in a way that supports their learning.

Transmission: Being a respiratory virus, Covid-19 is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days. Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

Vaccination: There are no vaccines available to date.

Who Might be harmed? Trustees, Board of Management, Principal, Deputy Principal, Teachers, Staff, Students, Visitors, Contractors, Parents / Guardians.

Covid-19 - Primary Symptoms: Fever (higher temperature of 38 degrees C. (100.4 degrees F.) or above - Cough which can be any kind of cough, not just a dry cough - shortness of breath or breathing difficulties - loss of smell, of taste or distortion of taste

Human Health Risk: mild, moderate, severe or fatal. Older adults, or those with underlying medical conditions appear to be at a higher risk of developing more serious complications from Covid-19 illness.

This Risk Assessment has been prepared in response to the emerging risks associated with Covid-19 pandemic.

Note: Staff, parents and students (as age appropriate) should understand the benefits and risks of education and social interaction and that it is not possible to guarantee that infection can be prevented in any setting either in an education centre, at home or in any other setting where people interact with other people

Updated Risk Assessments to minimize the risk of being exposed to Covid-19

The process involved consultation with all college staff.

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) it is the policy of the BoM in Central College Limerick to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, staff members are involved and participate in safety, health and welfare issues within the college and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Central College Limerick in line with requirements of section 20 of the 2005 Act.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

A **hazard** is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the Board of Management undertakes to apply these principles (where practicable) in dealing with all risks within the college:

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

When the safety audit identifies hazards, it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

Severity x Probability = Risk Rating

Severity

Severity Rating	Interpretation	Numerical Value
Fatality or Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	5
Major	Serious injury or illness, significant property or equipment damage	4
Moderate	Injury and damage to property	3
Minor	Minor injury or illness, minor property or equipment damage	2
Trivial	No significant injury or illness, no significant property or equipment damage	1

Probability/Likelihood

Probability Rating	Interpretation	Numerical Value
Inevitable	Likely to occur either immediately or in the short term	5
Very Likely	Could occur in time or if repeated enough	4
Likely	Likely to occur	3
Unlikely	Though unlikely, may occur over time	2
Rare	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
16 – 25	<p style="text-align: center;">Emergency –Extremely serious, (ES)</p> If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be halted and stopped until the hazard is eliminated or appropriate risk controls are put in place.
11 – 15	<p style="text-align: center;">Severe and Serious (H- High)</p> If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
6 – 10	<p style="text-align: center;">Medium (M- Medium)</p> If an incident were to occur, there would be some chance that an injury requiring First Aid treatment would result	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1 – 5	<p style="text-align: center;">Trivial or Negligible (N- Negligible)</p> If an incident were to occur, there would be little likelihood that an injury would result	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

***Note:** A numerical rating has been used in column 4 of the risk assessment sheets to describe the risk potential for the hazard identified. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all those operating within the college.

Who may be affected?	Identified Risks	Risk Communication, Education and Training	Risk Rating with controls	Action implementation
		Controls		
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The Board of Management has developed a Covid college response plan for the prevention and mitigation of Covid-19 following a risk assessment of the college facility. This plan highlights the measures necessary to protect the health and safety of staff in re-opening.</p> <ul style="list-style-type: none"> - The staff will be consulted regarding the action plan for the prevention and mitigation of Covid-19 within the college and all staff will be informed about the measures being introduced. - There will be a heightened awareness by staff, parents/guardians and students (age appropriate) on how to protect themselves and each other as well as how to recognise and report symptoms of COVID-19 infection. - Communication of risks to teachers, staff, students, parents / guardians. - Advice to teachers, staff, students, parents / guardians of the need to stay at home if showing symptoms of Covid-19 or if in contact with others with symptoms of Covid-19 - Appointment of Covid-19 Lead Worker representatives - Appointment of Covid-19 Manager <p>The Board of Management will:</p> <ul style="list-style-type: none"> - Implement a Covid-19 Policy and Response Plan. - Ensure that all staff receive the necessary training provided by the DES prior to returning to work - Display posters and information to increase awareness of Covid-19 among staff and pupils from the DES. - Facilitate Covid-19 Induction training for all staff. (All staff watched the DES Post Primary Induction Video before returning to college along with onsite training.) - Ensure all students complete Covid-19 Induction Training. (completed) - Promote safe individual practices within the college e.g. regular handwashing, respiratory hygiene and social distancing between staff - Engage with staff in providing feedback on the preventive measures and their effectiveness 	<p style="text-align: center;">N</p> <p>Negligible</p> <p style="text-align: center;">2x1=2</p> <p style="text-align: center;">N</p> <p>Negligible</p> <p style="text-align: center;">2x1=2</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

- Provide regular information – through the LWR- about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation
- Emphasise the effectiveness of adopting protective measures -especially good personal hygiene
- Provide direction on where to find information on the proper use of PPE for staff, where required.
- Ensure provision of Covid-19 presentations for staff, students, parents and guardians.
- Promote awareness of COVID-19 and it's symptoms among staff, parents/guardians and students with age appropriate posters, email/text communications.

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
 (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
 (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
 6-10 Medium risk Requires monitoring
 11-15 Severe risk Requires immediate further action and control
 16-25 Emergency risk Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action Implementation
All staff Students Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women 	The BoM will ensure that all staff can wash their hands regularly. Soap and appropriate sanitisers (i.e. hand gel dispensers, etc.) will be available throughout the college. All classrooms will have hand sanitiser dispensers installed. Staff will have access to hand sanitising facilities at all main entrance/exit points of the college as well as on entry/exit to staffroom/staff toilet area. Staff and students should: <ul style="list-style-type: none"> ✓ Wash their hands properly and often. Hands should be washed: <ul style="list-style-type: none"> ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the college campus ○ After toilet use 	2x3 = 6 M Requires monitoring	Board of Management Principal Deputy Principal Health and Safety Officer Staff Visitors
	Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	✓ Cover their mouth and nose with a tissue or their sleeve (at elbow) when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces	3x2=6 M Requires monitoring	Board of Management Principal Staff
		The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. The main supply of cleaning products will be stored in the locked cleaning store. Teachers will have a small supply in their classrooms and will be required to store in a safe way of reach of the pupils in the classroom e.g. in their storerooms	No employees are permitted to attend work if they display any of the symptoms below: - <ul style="list-style-type: none"> ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties 	4x2=8 M Requires Monitoring
		Staff displaying any symptoms of Covid-19 or other acute infectious disease are to contact their doctor		

	<p>and follow all HSE guidance. Any Staff Member displaying symptoms must self-isolate and not attend college for 14 days Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days. Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor. Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice 1850 241850</p> <p>Any students that experience symptoms of Covid-19 or other acute infectious disease are to contact their doctor and follow all HSE guidance. They must not attend college.</p>	4x2=8 M Requires Monitoring	Principal Students
<p><u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>	
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>	

Who may be affected?	Identified Risks	<h2 style="text-align: center; margin: 0;">Hygiene</h2> <p style="text-align: center; margin: 0;">Controls</p>	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	The Board of Management will ensure that: <ul style="list-style-type: none"> ✓ Appropriate signage in line with public health guidelines will be displayed throughout college facility (buildings and grounds). ✓ Appropriate social distancing markings are in place ✓ Necessary PPE is available to staff ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ Equipment sharing is minimised. Staff and pupils are encouraged not to share equipment ✓ There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ College equipment is cleaned regularly and shared equipment is cleaned and disinfected between use by different people/pods/bubbles e.g. ipads, shared books, P.E. equipment. ✓ Covid compliant work areas (classrooms, other teaching spaces) to be available where social distancing guidelines can be applied 	1x1=1 Trivial N 1x1=2 Trivial N 3x2=6 Requires Monitoring M 2x2=4 Trivial N 2x2=4 Trivial N 3x2=6 Requires Monitoring M 3x2=6 Requires Monitoring M 3x3=9 Requires Monitoring M 3x3=9 Requires Monitoring M	Board of Management Principal Staff Visitors

		<ul style="list-style-type: none"> ✓ A second staff room has been organised for staff in order to maintain social distancing ✓ Hand sanitizer will be provided inside and outside of staffroom/staff toilet area ✓ Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow ✓ All waste collection points are emptied at the end of each day. ✓ Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards ✓ Students will all be provided with a waist bag to place hand sanitizer, face mask and tissues into it. 	<p>2x2=4 Requires Monitoring N</p> <p>3x2=6 Requires Monitoring M</p> <p>3x2=6 Requires Monitoring M</p> <p>3x2=6 Requires Monitoring M</p> <p>3x2=6 Requires Monitoring M</p>	
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<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> August, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected ?	Identified Risks	Students with Special Educational needs Controls	Risk Rating with controls	Action implementation
Staff Students	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste, Death 	<ul style="list-style-type: none"> - Arrangements in place with parents/guardians regarding the necessity for highlighting awareness of signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure students do not attend college where symptoms are present. - Teachers and staff awareness of the signs, symptoms or changes which might suggest illness / Covid-19 infections so as to ensure teachers do not attend college where symptoms are present. - Assistance with hand hygiene for students who may be unable to wash their hands themselves. - Cleaning student's aids and appliance and/ or medical equipment etc. - Teachers and staff using facial coverings and other required PPE equipment in circumstances where physical distancing is not possible. Face Visors used in certain limited situations. - Teachers and staff performing regular hand hygiene when working between different students. 	3x2=6 Requires monitoring M	Board of Management Principal Administration staff All staff Board of Management Principal Administration staff All staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly

<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> August, 2020</p>	<p><u>Assessor's Name:</u></p>

Who may be affected?	Identified Risks	Cleaning		Risk Rating with controls	Action implementation
		Controls			
Staff especially cleaning staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>All cleaning will be undertaken in line with DES and public health guidance.</p> <ul style="list-style-type: none"> ✓ Staff are responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff advised to clean personal items that they have to bring to work (e.g. mobile phones) upon entering the building and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ Cleaning staff will be trained in the new cleaning arrangements for the college ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposable of cleaning cloths and used wipes in a rubbish bag Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having Covid-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use ✓ All cleaning protocols will be in place and staff must sign off on all duties at the end of each shift. 		<p>3x3=9 M</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)</p>			<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> August, 2020</p>			<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Classroom & College Ergonomics Controls	Risk Rating with controls	Action Implementation
All staff and Students	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>The risk is of spread of infection exists in all interpersonal interactions such as staff-contractor, student-contractor, student-student, teacher -teacher, and teacher-student and is not limited to the classroom and requires to be managed in all settings within Coláiste Nano Nagle. This risk is mitigated through taking the following action in:</p> <p>Classrooms during teaching:</p> <ul style="list-style-type: none"> - Students are required to go straight to their classroom upon arrival at college. - Classroom space reconfigured to maximise physical distancing (where possible) - Rooms will have adequate ventilation. Doors/windows will be opened to allow air to circulate whenever feasible. - Teacher’s desk (where possible) to be placed at least 2 metres away from students’ desks - Where students need to move about within the classroom to perform activities (for example to access a shared resource) this is to be organised to the greatest extent possible so as to minimise congregation around the point of access to the shared resource. - Students and teachers are to refrain from sharing of personal items such as pens and other writing materials, tablets and phones. - All teachers, other staff and students are to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth etc.) - Where teaching and learning involves use of keyboards or tablets the contact surfaces of the devices are required to be cleaned by user before use and when finished with the keyboard or device and hand hygiene encouraged. - In the event of sub-groups being required within a class for group work, to the greatest extent possible the same students will generally be in the same group, although movement between groups may be necessary in the event it is necessary to address tensions between students. - Sanitisation of shared equipment/ areas. - Cancelling of full year group assemblies within the college. - The sharing of educational material has been minimised as much as possible - Classrooms have been reconfigured to maximise physical distancing - Employees are required to clean and sanitise their workstations / areas at the commencement and at the termination periods of their working day / period / area including equipment, etc. - All keyboards of computers have been fitted with covers to aid cleaning and prevent the spread of Covid-19 - Textbooks that are shared to be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. 	<p>2x3 = 6</p> <p>M Requires monitoring</p> <p>4x2=8 M</p>	<p>Board of Management Principal Deputy Principal Health and Safety Officer Staff Visitors</p> <p>Board of Management Principal Staff</p> <p>Principal Staff</p>

- Requirement to avoid gathering within the college at the beginning or end of the college day.
- Implementation of a 'No Hand shaking policy'
- Canteen is closed at morning break and arrangements are in place for distribution of college lunches at lunch time to avoid congregations of students
- Requirement for staff and students when passing another person in a corridor or stairwell that they are required to avoid any physical contact or participation in informal group discussions.
- In the event of a narrow corridor one person to use it at a time where possible
- Walk on the right-hand side of corridors when moving around the college
- Lockers removed to avoid students congregating

Yard and outside areas

- Additional seating benches are being made for the red walk and raised area outdoors to allow for more outdoor seating.
- Students and Staff are required to adhere to relevant social distancing requirements when engaging or returning from break times.
- Students and Staff are required to perform hand hygiene before and after outdoor activities
- Minimising the sharing of equipment and requiring its cleaning before and after use.

Lifts (Where applicable)

- Where practicable only one person to use lift at a time (unless user requires assistance)

College / Sporting Related activities

- Conducting an up to date risk assessment in relation to the particular activity (e.g. after college study, homework club) or sport so as to identify what additional measures are required to reduce / mitigate the risks.
- Gym rental is suspended.

Toilets

- Students are required to comply with social distancing regulations when using toilet facilities

4x2=8
M
 Requires
 Monitoring

Risk Level Calculation

(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)

Risk Level Action

1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring
11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately

Assessment Date: August, 2020

Assessor's Name

Who may be affected?	Identified Risks	Office and administration areas Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Reception area is occupied by 1-2 secretaries in the college, the office space is large enough to allow for social distancing to be observed. Receptions are covered with a glass sliding window. Perspex sheeting which contains a hatch has also been installed. • Staff using the photocopier must sanitize it immediately after use. Products will be available beside the machine for this purpose. 	3x2=6 M Requires monitoring 3x2=6 M Requires monitoring	Board of Management Principal Administration staff All staff Board of Management Principal Administration staff All staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Hand Sanitizer Controls	Risk Rating with controls	Action implementation
Staff	<p>Risk of Hand sanitizer being ingested</p> <p>Risk of slips or falls due to spillage of hand sanitisers at dispenser locations.</p>	<ul style="list-style-type: none"> - Students to be monitored to ensure that they do not accidentally ingest hand sanitisers – this risk is mitigated through the provision of instruction on effective hand hygiene technique to teachers, SNA, staff, contractors and students. - Care will be taken to clean up any hand sanitiser spills to prevent risk of falls. 	<p>1x1=1 N</p> <p>3x2=6 M Requires monitoring</p>	<p>Board of Management Principal Administration staff All staff</p> <p>Board of Management Principal Administration staff All staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Visitors to the college Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> - Visitors to the college are not permitted without prior arrangement with a specific contact point (for example the college office) and are subject to the same controls that apply to staff, students and contractors entering the college. - Physical distancing of 2 metres to be maintained with visitors (where possible) - Visits are arranged to ensure that congregation of parents in waiting areas is avoided by invited them to remain in their car until the teacher is ready to meet them (as applicable). - Implementation of alternative means of communication other than face to face meetings - Deliveries arranged, where possible, arranged between 8 am and 8.30 am. - Essential visitors/contractors are required to make an appointment prior to visiting the college - All visitors must sign contract tracing log - Perspex sheeting has been installed in reception hatches and offices. - All official business trips and face-to-face interactions been reduced to the absolute minimum <p>The Board of Management will ensure the safety and wellbeing of all visitors to the college premises.</p> <p>Visits to the college <u>will be severely restricted</u> and visitors will be asked to:</p> <ul style="list-style-type: none"> ✓ Make a prior appointment before visiting the college ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the college ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises 	<p>3x2=6 M</p> <p>Requires monitoring</p>	<p>Board of Management Principal Administration staff All staff</p> <p>Board of Management Principal Administration staff All staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p>		

(c) Risk Rating = (a) X (b)	11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>

Who may be affected?	Identified Risks	Use of PPE		Risk Rating with controls	Action implementation
		Controls			
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p><i>PPE in the form of a face visor is provided to all staff and face masks must be worn on all corridors and staff areas and where a two meter distance cannot be maintained with students</i></p> <p><i>The correct use of Personal Protective Equipment (PPE) such as face shields/visors <u>may</u> be required in <u>some</u> circumstances to address identified risks of spread of the virus. Visors will be provided to all staff and are available for use</i></p> <p>Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and shown information on the proper use, cleaning, storage and disposal of PPE.</p> <ul style="list-style-type: none"> • Staff will need to use PPE (face mask) when dealing with intimate cares needs e.g. aiding a child with toileting. • Staff should use face covering and gloves when administering first aid to a child <p><i>It is important that PPE is consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.</i></p> <p><i>Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html</i></p> <p>Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance.</p>		<p>3x3=9 M</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>

**Face coverings must be worn by all students at all times apart from eating. Masks can be removed when outdoors if social distancing is adhered to.*

Risk Level Calculation

- (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality
- (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable
- (c) Risk Rating = (a) X (b)

Risk Level Action

- 1-5 Trivial risk Acceptable
- 6-10 Medium risk Requires monitoring
- 11-15 Severe risk Requires immediate further action and control
- 16-25 Emergency risk Halt activity and review immediately

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19 Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, college secretaries and college book rental co-ordinator)	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<p>When staff are involved in distribution of books or materials:</p> <ul style="list-style-type: none"> • On distributing books to students – staff should maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the college • Follow the agreed college protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the college should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the college • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and used. • Hands should be washed in line with relevant guidance 	<p>3x2 =6 M</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Using hand tools or equipment		Risk Rating with controls	Action implementation
		Controls			
All staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and sanitised prior to use 		<p>3x2 = 6 M</p> <p>Requires monitoring</p>	<p>Board of Management Principal Staff</p>
<p><u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p>		<p><u>Risk Level Action</u> 1-5 Trivial risk Acceptable</p>			

(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
<u>Assessment Date:</u> August, 2020	<u>Assessor's Name:</u>

Identified Risks

Dealing with a suspected case of Covid-19

Risk Rating

Action implementation

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued)		Risk Rating with controls	Action implementation
		Controls			
Staff Studentss Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death 	<ul style="list-style-type: none"> ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident and fill in the isolation room form. Currently with the college DP ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. 		<p style="text-align: center;">M</p> Requires monitoring	Board of Management Principal Staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately			
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>			

Who may be affected?	Identified Risks	Covid-19 cleaning Controls	Risk Rating with controls	Action implementation
Staff Students Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	All cleaning will be undertaken in line with DES and public health guidance. <ul style="list-style-type: none"> • PPE will be worn while cleaning – e.g. masks, gloves, aprons. ✓ As recommended an area will be cleaned with normal household disinfectant after a suspected coronavirus (Covid-19) case. This will reduce the risk of passing the infection on to other people ✓ The area will be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished. ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids ✓ Staff should follow all	4x2=8 M Requires monitoring	Board of Management Principal Cleaning staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control review immediately 16-25 Emergency risk Halt activity and		
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>		

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19		Risk Rating with controls	Action implementation
		Controls			
Staff Students Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	All cleaning will be undertaken in line with DES and public health guidance. Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instructions for dilution, application and contact times Disinfectants used should be effective against viruses. Additionally: Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below When items cannot be cleaned using detergents or laundered (upholstered furniture or mattresses for example) steam cleaning should be used Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and cleaning can take place as normal		Serious ES Requires monitoring	Board of Management Principal Cleaning staff
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately			
<u>Assessment Date:</u> August, 2020		<u>Assessor's Name:</u>			

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Students Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	Laundry <ul style="list-style-type: none"> ✓ Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance outlined above Waste Management <ul style="list-style-type: none"> ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual’s test results are known ✓ All waste should be stored safely and kept away from students. You should not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the waste can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste 	ES Serious Requires monitoring	Board of Management Principal Cleaning staff
Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately		

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Travel to and from work Controls	Risk Rating with controls	Action implementation
Staff	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> • Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case <u>they should not travel to work.</u> • Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. • If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roofstraps, isolation bars, etc. Wear a face mask and carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey. 	<p>4x2=8 M Requires monitoring</p> <p>Trivial N 3x1</p> <p>3x1=3 Trivial N</p>	All staff
<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>		<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>		
<p><u>Assessment Date:</u> August, 2020</p>		<p><u>Assessor's Name:</u></p>		

Who may be affected?	Identified Risks	Management of deliveries and supplies to college		Risk Rating with controls	Action implementation
		Controls			
Staff Students Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste • Death 	<ul style="list-style-type: none"> ▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitizing arrangements at set down areas (for materials and stock) and at access and egress points. 		Requires L monitoring	Board of Management Principal Staff Delivery personnel
<u>Risk Level Calculation</u> (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)		<u>Risk Level Action</u> 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately			

Assessment Date: August, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Management of Ventilation and CO2 Monitors	Risk Rating with controls	Action implementation
		Controls		
<p>Staff</p> <p>Students</p>	<p>Spread of Covid-19 virus</p> <p>Persons currently deemed most at risk of complications if they catch the coronavirus are:</p> <ul style="list-style-type: none"> • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women <p>Known effects of the coronavirus:</p> <ul style="list-style-type: none"> • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough 	<ul style="list-style-type: none"> ▪ All college main entrance doors are opened each morning. ▪ All classroom doors and windows are opened every morning and this remains in place throughout the day. ▪ Extra ventilating occurs where possible in-between classes. ▪ Mask breaks occur where students may be in a double lesson. This allows the classroom to air out if there are a large number of students in the room. ▪ CO2 Monitors have now arrived on-site. ▪ The college has been allocated ten monitors. ▪ These monitors will be located throughout the college in areas where management feel that ventilation may be poor. ▪ Installation of the CO2 monitors will help to identify weak points in our college ventilation by reading the CO2 levels over long periods of time. This reading must be taken after a minimum of one hour. ▪ CO2 levels will be monitored to ensure common areas and certain classrooms do not exceed the recommended CO2 levels of 1400-1500 ppm. If this occurs areas will be ventilated more to reduce the CO2 levels. ▪ Management will follow 'The Practical Steps for the Deployment of Good Ventilation Practices in Colleges' to additional advice where needed. ▪ CO2 Monitors will not be located closer than 0.5m from any person, following guidelines from gov.ie. ▪ CO2 monitors will not be located near any doors, air vents or windows as this can interfere negatively on the readings. 	<p>3x3=9</p> <p>Medium Risk</p> <p>Requires monitoring</p>	<p>Board of Management</p> <p>Principal</p> <p>Staff</p>

- Shortness of breath or breathing difficulties
- Loss of sense of smell
- Loss of sense of taste or distortion of sense of taste
- Death

<p><u>Risk Level Calculation</u></p> <p>(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality</p> <p>(b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable</p> <p>(c) Risk Rating = (a) X (b)</p>	<p><u>Risk Level Action</u></p> <p>1-5 Trivial risk Acceptable</p> <p>6-10 Medium risk Requires monitoring</p> <p>11-15 Severe risk Requires immediate further action and control</p> <p>16-25 Emergency risk Halt activity and review immediately</p>
<p><u>Assessment Date:</u> September, 2021</p>	<p><u>Assessor's Name:</u></p>