

The Abbey School Covid-19 Risk Assessment
20th August 2020

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The Abbey School: buildings in general

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
<p>COVID-19 Coronavirus exposure anywhere in Abbey CBS The main symptoms are as follows:</p> <ul style="list-style-type: none"> • Fever – over 38°C. • Dry Cough. • Difficulty in breathing, shortness of breath. • Loss or change to sense of smell or taste. • Fatigue • Aches and Pains <p>The symptoms can be mild (similar to a cold) or more severe (similar to those associated with flu or pneumonia).</p> <p>In rare cases, infection can lead to death. People most at risk of complications are those with a weakened immune system or a chronic disease and older people.</p>	<p>All students and staff members</p>	<p>High</p>	<p>The Abbey School has provided posters and safety briefings to advise all employees and Students of the hazards associated with COVID- 19 and the measures being taken to keep it out of the school and to prevent the spread of the disease.</p> <p>Staff members and Students are advised of the following simple measures to protect against the spreading of the virus, which includes the following:</p> <ul style="list-style-type: none"> ▪ <i>Staff members and Students to maintain the recommended “social distancing” and follow the protocols developed and publicised by the School.</i> ▪ <i>Face covering is mandatory and should be worn by all staff members and students at all times, where it is reasonable to do so.</i> ▪ <i>Hand sterilising liquid available throughout the school</i> ▪ <i>Wash hand regularly.</i> ▪ <i>All Staff members to wear face covering if social distancing cannot be maintained.</i> ▪ <i>Clean and disinfect touched objects and surfaces, frequently.</i> ▪ <i>Practice good respiratory hygiene following the recommended cough or sneezing etiquette of covering your mouth and nose with a tissue or your sleeve.</i> ▪ <i>Dispose of used tissues into the bins and wash your hands immediately after use.</i> ▪ <i>Avoid touching eyes, nose or mouth.</i> ▪ <i>Stagger meal breaks to assist with social distancing, observe social distancing in queues.</i> 	<p>Medium</p>	<p>The Board of Management. School Management. All individuals</p>

Hazard Identified	Those at Risk	Initial Risk level	<i>Continue to provide information to staff and students</i>	Residual Risk level	Responsible Persons
<p>Entering any of the school buildings and moving about the school has the potential for the virus to have made contact with your hands walking to and through the school.</p> <p>Anything you touch in the School could be infected if you have a virus on your hands or a previous person who has the virus has contacted the surface.</p>	All students and staff members	High	<p>Avoid the potential for transmission of COVID-19 through hand contact.</p> <ul style="list-style-type: none"> ▪ <i>Staff members have completed the Covid-19 Questionnaire and Declaration Form before returning to work.</i> ▪ <i>Student entry to the school is at the entry points to the school arriving in from the SuperValu entrance, not the main school entrance.</i> ▪ <i>When you arrive, sanitize your hands or wash your hands with soap and water. Use sanitizer on your hands between washing to protect them from contaminated surfaces.</i> ▪ <i>Wipe down all touched surfaces regularly with disinfectant wipes especially places in the dining halls, staff canteens, work desks, seats, computer keyboards, mouses, mouse pads where ever used in offices etc.,</i> ▪ <i>Maintain verbal greeting only – No shaking hands.</i> ▪ <i>Note: Always wash and disinfect your hands when leaving the premises.</i> ▪ <i>Each visitor to the school is asked to fill out a "Contact Tracing Form" to be used in the case of a Covid-19 outbreak occurring in the school.am</i> 	Medium	<p>The Board of Management. School Management. All individuals.</p>

General Classrooms

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Seats and desks arranged at the recommended spacing and they must not be moved. ▪ There is a socially acceptable distance available for the teacher at the head of the class. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Teacher will restrict his/her contact with individual students in the class. ▪ Entering the classroom must be in a socially distanced manner observing the minimum recommended social distance. ▪ There is hand sanitizer available on approach to and in each classroom. Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, at all times, in class. ▪ Contact between individuals is to be avoided. ▪ Sharing of materials, like books, pens, calculators etc., is not permitted. ▪ Exiting the classrooms for breaks has to be socially distanced. ▪ Classrooms should be ventilated as much as possible but within reason. ▪ Student desks and seats must be wiped down with disinfectant after class each day. ▪ Teacher desks, seats and all touched teaching materials must be wiped down with disinfectant after each class, if the teacher moves too another classroom. <p>Refer to the “Stairs/corridor protocol”.</p>	Medium	<p>The Board of Management. School Management. Class teacher. All individuals.</p>

Physics & Science Laboratory

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Seats at desks arranged at the recommended spacing and they must not be altered. There is sufficient social distance for the teacher at the front of each laboratory. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Entering the laboratory must be in a socially distanced manner observing the minimum recommended social distance at all times. ▪ There is hand sanitizer available in and on approach to the laboratory. ▪ Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, at all times, in class. ▪ Contact between individuals is to be avoided. ▪ Sit at the marked location at the desk. ▪ Sharing of materials, like books, pens, calculators, laboratory material etc., is not permitted. ▪ No 1-to-1 close explanations from the teacher to student. ▪ Exiting the laboratory has to be socially distanced. ▪ The laboratory should be ventilated as much as possible but within reason. ▪ Teacher’s and Students’ desks, seats and all equipment used must be wiped down with disinfectant after every class, glassware must be washed. 	Medium	<p>The Board of Management. School Management. Class teacher. All individuals.</p>

Laboratory Preparation Room and chemical store

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	Staff members	High	<ul style="list-style-type: none"> ▪ cf. COVID-19 Coronavirus exposure in the Laboratory <i>above</i>. ▪ Use hand sanitizer, which is available, and/or wash with soap for at least 20 seconds. ▪ Face covering to be worn by all, at all times, unless working alone in the science prep room. ▪ Preparation desks, seats and all equipment used must be wiped down with disinfectant after each class preparation, glassware must be washed. ▪ Any other equipment, e.g., keyboards, door knobs etc., which were touched should be wiped down. 	Medium	<p>The Board of Management. School Management. Class teacher.</p>

Woodwork and Technology rooms

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Seats at desks are arranged at the recommended spacing and they must not be altered. There is sufficient social distance for the teacher at the front of each woodwork and technology room. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Entering the woodwork or technology rooms must be in a socially distanced manner observing the minimum recommended social distance at all times. ▪ There is hand sanitizer available within and on approach to the woodwork and technology rooms. ▪ Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, at all times, in class. ▪ Contact between individuals is to be avoided. ▪ Sit at the marked location at the desk. ▪ Sharing of materials, like books, pens, calculators, woodwork and technology material etc., is not permitted. ▪ No 1-to-1 close explanations from the teacher to student. ▪ Exiting the woodwork and technology rooms has to be socially distanced. ▪ The woodwork and technology rooms should be ventilated as much as possible but within reason. ▪ Teacher’s and Students’ desks, seats and all equipment used must be wiped down with disinfectant after every class. 	Medium	<p>The Board of Management. School Management. Class teacher. All individuals</p>

Computer/IT Rooms

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Seats and desks arranged at the recommended spacing and they must not be moved. ▪ There is a socially acceptable distance available for the teacher at the teacher’s workstation. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Teacher will restrict his/her contact with individual students in the class. ▪ There is a Perspex barrier between the rows of workstations in the centre of the computer rooms. ▪ Entering the classroom must be in a socially distanced manner observing the minimum recommended social distance. ▪ There is hand sanitizer available within and on approach to the classroom. Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, at all times, in class. ▪ Contact between individuals is to be avoided. ▪ Sharing of materials, like books, pens, calculators etc., is not permitted. ▪ Exiting the classroom has to be socially distanced. ▪ Computer/IT Classrooms should be ventilated as much as possible but within reason. ▪ Student workstations must be wiped down with disinfectant after each class, including keyboards, mouses, desk tops, seats etc., ▪ Teacher workstation and all touched teaching materials must be wiped down with disinfectant after each class. <p>Refer to the “Stairs/corridor protocol”.</p>	Medium	<p>The Board of Management. School Management. Class teacher. All individuals.</p>

Art Room

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Seats at desks arranged at the recommended spacing and they must not be altered. There is sufficient social distance for the teacher at the front of the classroom. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Entering the Art room must be in a socially distanced manner observing the minimum recommended social distance at all times. ▪ There is hand sanitizer available within and on entry to the art room. ▪ Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, at all times, in class. ▪ Contact between individuals is to be avoided. ▪ Sit at the marked location at the desk. ▪ Sharing of materials, like books, pens, art materials and utensils etc., is not permitted. ▪ No 1-to-1 close explanations from the teacher to student. ▪ Exiting the Art room has to be socially distanced. ▪ The Art room should be ventilated as much as possible but within reason. ▪ Teacher’s and Students’ desks, seats and all art equipment used must be wiped down with disinfectant after every class, glassware, if used, must be washed. 	Medium	<p>The Board of Management. School Management. Class teacher. All individuals.</p>

Career Guidance Room

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ This rooms usually have 1-to-1 contact or 2/3 people maximum in the room. ▪ Seats are arranged at the recommended spacing and they must not be moved any closer together. ▪ The teacher’s desk has a Perspex screen as an isolation barrier. ▪ Teacher will restrict his contact with individual students in the room. ▪ Entering the classroom must be in a socially distanced manner observing the minimum recommended social distance. ▪ There is hand sanitizer available within and on approach to each room. Hand wash instruction posters are displayed. ▪ Face covering to be worn by all. ▪ Contact between individuals is to be avoided. ▪ Sharing of materials, like books, pens, calculators etc., is not permitted unless sanitized. ▪ Room should be ventilated as much as possible but within reason. ▪ Seats must be wiped down with disinfectant after each career or resource session ▪ Teacher desks, seats and all touched teaching materials must be wiped down with disinfectant after each session. <p>Refer to the “Stairs/corridor protocol”.</p>	Medium	<p>The Board of Management. School Management. Careers teacher. Resource teachers. All individuals.</p>

Student Canteen

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All students and staff members	High	<ul style="list-style-type: none"> ▪ Stagger break time to 10.10am and 10.50 am to ease the pressure on the student canteen. ▪ Entering the student canteen must be in a socially distanced queue observing the minimum recommended social distance and supervised by staff. ▪ There is hand sanitizer available on entry to the student canteen. Hand wash instruction posters are displayed. ▪ Face covering to be worn by all in the queue and removed for eating. ▪ Contact between individuals is to be avoided. ▪ Sharing of materials, like knives, forks, equipment etc., is not permitted. ▪ Exiting the student canteen has to be socially distanced. ▪ Students take their meal away from the canteen to their classroom desk for consumption or outdoors, where possible. 	Medium	<p>The Board of Management. School Management Class teacher All individuals</p>

Staff Canteen/staff room

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All staff members	High	<p>The Staff Room/staff canteen</p> <ul style="list-style-type: none"> ▪ To help reduce the hazard of spreading Covid-19 in the staff canteen/staff room there are now three staff canteens/staff rooms available. ▪ Staff members are assigned a canteen/staff room. ▪ Use of the canteen/staff room should be staggered, if possible, to keep the numbers down to socially distanced recommendations. ▪ It is recommended that staff members bring their own mugs, food containers etc., which they can wash and remove with them on exit., use the canteen to make tea, coffee, soup etc., <p>General</p> <ul style="list-style-type: none"> ▪ When the staff room/staff canteens are used it must be done with the social distancing protocols in mind. ▪ There is hand sanitizer available on entry. ▪ Hand wash instruction posters are displayed. ▪ Face covering is required by all, where reasonable to do so, apart from eating and drinking. ▪ Contact between individuals is to be avoided. ▪ No sharing of materials, mugs, spoons, etc., ▪ Canteen/Staff room should be ventilated as much as possible but within reason. ▪ Everyone using the staff room or canteen must wipe down all surfaces used while there. 	Medium	The Board of Management. School Management Office person

Teachers' Offices, Administration Office/Reception

Hazard Identified	Those at Risk	Initial Risk level	Controls Required	Residual Risk level	Responsible Persons
COVID-19 Coronavirus exposure	All staff members and Board members	High	<ul style="list-style-type: none"> ▪ These Offices usually have 1-to-1 contact or 2/3 people maximum in the Office ▪ Offices and Reception meeting the Students or Public has screens between staff and visitors. ▪ Seats, where used in offices, are arranged at the recommended spacing and they must not be moved any closer together. ▪ Teacher/Administration/Reception staff will maximise their distance from and restrict their contact with individuals attending at the office/reception. ▪ Entering the office must be in a socially distanced manner observing the minimum recommended social distance. ▪ There is hand sanitizer available on entry to the office. Hand wash instruction posters are displayed. ▪ Face covering to be worn by all, where reasonable to do so. ▪ Administration staff need to wear face covering only when dealing with visitors to the office screened door. ▪ Teachers alone in their offices do not need to wear face covering. ▪ Contact between individuals is to be avoided. ▪ Sharing of materials, pens, etc., is not permitted unless sanitized. ▪ Offices should be ventilated as much as possible but within reason. ▪ Visitor seats, if used, must be wiped down with disinfectant after each visitor leaves. ▪ Office desks, keyboards, mouses, seats, door knobs, filing cabinets and all touched materials must be wiped down with disinfectant at the start of the day and at the end. <p>Refer to the "Stairs protocol".</p>	Medium	The Board of Management. School Management Office person

Rooming for 2020-2021

No.	Room Name	Length m	Breadth m	Area m2	Max Pupil Size	Actual Capacity	Class Group
1	Kay O'Dwyer	6.3	6.0	37.8	18	20	1A1
2	Darren Carew	6.3	6.0	37.8	18	19	1A2
3	Julie King	6.3	6.0	37.8	18	20	2A1
4	Maria Power	6.4	6.0	38.1	18	19	2A2
5	Donnacha O'Murchu	6.4	6.0	38.1	18	20	2A3
6	Dan Riall	6.3	6.0	37.8	18	26	2A4
	Nora Quinn	6.3	6.0	37.8	18	Taken out	
7	Michael O'Dwyer	6.3	6.0	37.8	18	26	3A2
8	Table Tennis Room					30	3A1
9	Caroline O'Connor			60.0	29	30	6A1
10	Brenda O'Donnell	7.0	6.6	46.2	22	20	6A2
11	Kieran Hickey	7.0	7.0	49.0	24	23	6A3
12	Marilyn O'Connell	8.3	7.1	58.6	28	25	TY1
13	John O'Dwyer	8.3	7.1	58.6	28	26	TY2
14	Irene Ryan	8.3	7.1	58.6	28	26	5A1
15	AM Hally	8.3	7.1	58.6	28	24	5A2
16	Aine O'Mahoney	7.2	7.0	50.6	24	20	5A3
17	Art Room			92.1	45	22	Art
18	Junior Lab	9.9	7.1	70.8	34	16	LCA1
19	Physics Lab	11.7	6.8	79.1	39	22	Lab Class

20	Eoin Halligan			129.8	64	24	Construction
21	Jim Ryan	14.2	7.2	102.2	50	24	MTW
22	Technology Room	11.7	5.1	60.1	29	21	TG
23	DCG Room	7.5	7.1	53.2	26	16	DCG
24	Computer Room			33.0	16	19	Comps
25	Demo Room	7.1	7.1	50.2	24	0	Staffroom3
26	Pat Quirke					20	Spare Room
27	Music Room					19	Music
28	Wellbeing Room					7	Staffroom 2
29	Staffroom					14	Staffroom 1
30	Resource Room 1	KOD				6	Sp Education
31	Resource Room 2	AL				6	Sp Education