

## Appendix 4 Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

| Hazards   | Is the hazard present?<br>Y/N | What is the risk? | Risk rating<br>H=High<br>M=Medium<br>L=Low | Controls<br>(When all controls are in place risk will be reduced)   | Is this control in place? | Action/to do list/outstanding controls<br>*Risk rating applies to outstanding controls outlined in this column   | Person responsible   | Signature and date when action completed |
|---|-------------------------------|-------------------|--|---|---------------------------|--|--|--|
| COVID-19  | N                             | Illness           | H  | School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice |                           | Examples of Actions  |  |  |
| Covid19 virus on doorhandles, stair rails, surfaces | N                             | virus             | H  | Cleaning regime in place  |                           | Follow public health guidance from HSE re hygiene and respiratory etiquette<br><br>Complete School COVID-19 Policy Statement<br><br>Return to Work Forms received and reviewed<br><br>Undertake Induction Training<br><br>Maintain log of staff, student and visitors<br><br>Complete checklists as required:<br>School Management<br>How to deal with a suspected case<br>Physical distancing requirements<br>Other school specific checklist | All staff<br><br>Principal<br><br>All staff<br><br>All staff<br><br>Secretary<br><br>LWR's and principal | 25 <sup>th</sup> August                  |
| School Phones                                       | N                             | Virus             | H  | Cleaning phones down after each use   | Y                         | Cleaning   | All Staff  |  |
| Lunch boxes / Drink bottles                         | N                             | Virus             | H  | All lunch boxes / drink bottles to be clearly labelled, not left in school, taken home daily and washed. Not to share food                          | Y                         | Parents informed   | Parents / Staff  |  |
| Any one item frequently used by staff members       | N                             | Virus             | H  | e.g. milk carton – to be wiped down after every use   | Y                         | How to deal with a suspected case  | All Staff  |  |

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

Risk Assessment carried out by:

\_\_\_\_\_ Date: / /

© All rights reserved.