

Blank Risk Assessment Template No.74 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
COVID-19	Y	Risk of staff/student illness, introduction/spread of the virus	H	BCS COVID-19 Response Plan in place in line with the Department of Education Guidance and the Return to Work Safety Protocol and Public Health Advice. BCS COVID-19 Policy Statement incorporated in the Response Plan.	Y	Ongoing monitoring and adherence to the response plan and policy statement	ML FK LWRS STAFF STUDENTS	Ongoing Copy made available to stakeholders
				Staff and students will be instructed not to attend school if they have any of the symptoms of COVID-19, have tested positive for COVID-19 in the last 14 days or are a close contact of someone who has tested positive in the last 14 days.	Y		ML FK AP1 AP2 STAFF PARENTS	Use of existing communication channels to convey information.
				All staff will complete a pre return to work form.	N	Receipt and review of the pre return to work forms	ML	27/08/2020

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	Y/N				Y/N			
				Staff will be instructed on the actions that need to be taken in the event of a suspected case/confirmed case. This is detailed in the school's COVID-19 Response Plan and Induction Programme.	Y	Regular reminders of actions. Clear communication of the BCS COVID-19 Response Plan	ML FK STAFF	Ongoing 27/08/2020
				Para Educational room in the E Area has been identified for use as an isolation room in the event of a suspected/confirmed case. The route to the isolation room is easily accessible to all. It has easy access to a school exit and is equipped with appropriate PPE.	Y		ML FK	01/09/2020
				Staff, Student and Visitor Log. Designated Contact Point	Y N	Maintenance of Log Identify specific Contact Point	ML FK KC NT LWR	Ongoing By 27/08/2020

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COVID-19	y	Risk of introduction/spread of virus through lack of information/communication	L	All stakeholders will receive induction on the control measures that have been implemented re COVID-19.	Y		ML FK LWRs	01/09/2020
				BCS COVID-19 Response Plan and Risk Assessment is available to all stakeholders.	Y		ML	Before 27/08/2020
				Two lead worker representatives (LWRs) have been appointed.	Y		ML FK	Before 27/08/2020

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				The lead worker representatives are involved in communicating the health advice around COVID-19 in the workplace and all employees are aware of the names of the LWRs. The role of the LWRs is to work collaboratively with their employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19.	Y Y		ML FK LWRs	Ongoing Ongoing
				Should any control measures/new processes be implemented the relevant changes will be Communicated. If staff have any questions or queries at any time, they have been instructed to speak to the lead worker representatives.	Y Y		ML FK LWRs	Ongoing Ongoing
				COVID-19 posters supporting the following health areas: general advice to schools, cough etiquette, student hand washing, adult hand hygiene, use of face coverings, stay safe at work, how to use hand sanitiser and visitors will be displayed throughout the school building. Signage for floors, entrance/ exit points and a one way systems will be clearly visible. ML and FK will ensure regular communication and engagement with the LWRs or about the measures being put in place to address the occupational exposure to COVID-19 in the workplace. Students will be regularly reminded of the symptoms of COVID-19, hand hygiene, respiratory etiquette, physical distancing .and the wearing of face coverings when a physical distance of two metres from other staff or students cannot be maintained.	Y Y Y		ML FK LWRs STAFF STUDENTS	Before 27/08/2020 Ongoing Ongoing

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COVID-19	Y	Employees individual risk factors/medically vulnerable employees	H	BCS's identification of medically vulnerable employees - staff that are very high risk according to the HSE.	N		ML	Before 27/08/2020
				Details of the arrangements that will apply for these employees, which will be in accordance with those applying for the public service generally, have been updated by the Department of Education following consultation with management bodies and unions. Circular 0049/2020 issued to all schools on 07/08/2020.	Y		ML	Emailed to all employees on Monday 10/08/20.
COVID-19	Y	Risk of introduction/spread of the virus through lack of hand washing/sanitising procedures	H	Hand sanitiser has been provided at all entrances to the BCS premises. Anyone entering the school premises including all staff, students and visitors must sanitise their hands.	Y Y		ML FK SK LWRs STAFF STUDENTS VISITORS	06/08/2020 Ongoing

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				Hand washing facilities with soap and water available in the toilets, inside and outside staff room, sluice room, kitchen in E Area, classrooms D1 D2 D3 C1 C2 C3 C4 B5 B7 E2 and E3.	Y		ML FK SK LWRs	06/08/2020
				Paper towels for drying hands are available and are placed in a bin which is removed regularly using correct hygiene measures. Air dryers are available in toilets.	Y		ML FK LWRs SK IC JR MC EH	Ongoing
				Caretaking and cleaning staff will complete regular cheques to ensure there is a sufficient supply of hand sanitisers, paper towels and soap.	Y		IC JR SK MC EH ML LWRs	Ongoing

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				Staff and students are encouraged to wash their hands regularly and reminded of the importance of proper drying .	Y		ML FK LWRs SK STAFF STUDENTS	Ongoing
				Hand sanitisers have been installed in every classroom, office and in communal areas. Multiple hand sanitisers installed in the PE HALL, both upstairs and downstairs. <u>Changing rooms are closed and students will come to school wearing their PE gear on the day PE is timetabled.</u> Hygiene stations are available in the A, B, C, D and E areas and supervised upon entry.	Y		ML FK LWRs SK STAFF STUDENTS	06/08/2020
				Posters in place to build awareness of good hand washing technique the need to increase hand washing frequency avoid touching your face and to cough or sneeze into a tissue which is been safely or into your arm if that issue is not available this is reinforced through the induction. Staff and students have been instructed not to share objects that touched their mouth for example bottles or cups.	N Y	To be issued by the Department in coming week.	ML FK LWRs STAFF STUDENTS	Ongoing

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COVID-19		Risk of introduction/spread of the virus through lack of physical distancing	H	Additional access and exit points for students via A3, B3, E3, D6 and for staff via the science preparation rooms,C1,C2,C3 and C4 will be used to reduce congestion. Entry to PE Hall via main entrance and exit via the left side door. <u>No access to the changing rooms and students will come to school wearing their PE gear on the day PE is timetabled.</u>	Y		ML FK LWRS STAFF STUDENTS	06/08/2020
				One way system will be operational inside the main school building and the E area.	Y		ML FK SK LWRS IC JR	BEFORE 27/08/2020
				Floor markings will be in place to indicate physical distancing in corridors and areas where queuing occurs. Additional markings can be put down outside the building as required for queuing purposes.	Y		ML FK LWRS IC JR SK	BEFORE 27/08/2020

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		General Office	H	Use of buzzer to regulate access via main entrance.	Y		VISITORS THIRD PARTIES KC NT LWRs	FROM 27/08/2020
				Operation of essential business relating to the general office will take place via the hatch in the general area. Policy of restricted access - essential purposes only - with prior approval from the principal will be in operation.	Y Y		ML FK KC NT LWRs STAFF STUDENTS VISITORS THIRD PARTIES	FROM 27/08/2020
				Perspex desk screens have been installed as a physical barrier protecting Kathleen and Natasha inside the general office. Use of the designated contact point only (signage on floor to indicate physical distancing and queuing)	Y N	 To be identified	ML FK KC NT	01/07/2020

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		Staff	H	Reconfiguration of staff room and staff study spaces. Separation of chairs and tables to ensure physical distancing.			ML FK SK IC JR MC EH STAFF	Before 27/08/2020
				Staff instructed to contact other staff by phone, email or MS Teams rather than face to face if possible. A no handshake policy has been implemented			ML FK LWRs STAFF	On 27/08/2020
				Staff meetings via Ms Teams. If held in person this should be with if as few staff as possible and for as short a time as possible adhering to physical distance guidelines.			ML FK LWRs STAFF	On 27/08/2020

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				Display of signage on doors of meeting rooms, staff room and staff study indicating maximum capacity.			ML FK LWRs	From 27/08/2020 Ongoing
				Staggering of staff breaks according to individual teachers' timetables. Formation of staff pods who break together in the staff room or staff study.	Y		ML FK LWRs STAFF	From 27/08/2020 Ongoing
				Demarcation of teacher spaces and perspex screens as requested at teacher desks.	Y		FK SK IC JR	By 27/08/2020

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		<u>Students</u>	H	All classrooms will be reconfigured and desks will be separated in conformance with Department guidelines and sample layouts.	Y		FK SK IC JR	By 27/08/2020
				Two temporary teaching and learning units will be installed to provide additional classroom space on the tarmac.	N	Installation and delivery at end of this month.	ML FK	On 24/8/2020
				As far as possible and practical students will remain in their area and tutorial classrooms at unstructured times and use assigned points of entry and exit to maintain physical distancing.			ML FK AP1 AP2 TUTORS TEACHERS OTHER STAFF STUDENTS	From 28/08/2020

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	Y/N				Y/N			
				As far as possible and practical timetables will be planned to minimise unnecessary movement across areas at peak times during the school day.	Y		ML FK	By 27/08/2020
				Where students have an optional subject or specific subject level, they move quickly into the new class and sit with members of their own class cohort observing as much physical distance as possible.	Y	Additional supervision to monitor movements.	ML FK LWRs STUDENTS TEACHERS	From 27/08/2020 onwards
				Where movement of class groups between rooms is required it is planned to minimise interaction with other class groups.	N	Additional supervision to monitor movements.	ML FK LWRs STUDENTS TEACHERS	From 27/08/2020 onwards

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	Y/N				Y/N			
				Where students need to move about within the classroom to perform activities such as access to a shared resource this should be organised to the greatest degree possible to minimise congregation at the shared resource.	Y		TEACHERS STUDENTS	From 27/08/2020 onwards
				Interaction upon entry and exit in corridors and other shared areas is limited and discouraged. Social physical contact not allowed. A no handshake/ high five/ hug policy is in operation.	Y		ML FK LWRs STUDENTS TEACHERS SUPERVISORS	From 27/08/2020 onwards
				Breaks of first year students may commence slightly earlier to avoid overcrowding in communal areas.	Y		TEACHERS OF FIRST YEAR SUPERVISORS STUDENTS	

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				Twelve seaters will have stools blocked off to ensure compliance with physical distancing guidelines in the canteen area/student areas and hand sanitising will be provided. Adequate supervision will be in place.	Y		ML FK IC JR SK	From 27/08 onwards
				Canteen/student area floor markings will indicate queuing system in place with physical distancing.	Y		ML FK AP1 AP2 SUPERVISORS	From 27/08 onwards
				Specific toilets to be assigned to individual year groups at designated times. Staggered breaks for junior and senior students.	Y		ML FK AP1 AP2 SUPERVISORS	From 27/08 onwards

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COVID-19	Y	Risk of introduction/spread of the virus through use of staff room, staff study and canteen areas	H	A maximum of 16 people who are socially distanced permitted to use the staff room at any given time. Use of A8 offered. Signage indicating capacity will be on display.	Y		ML FK LWRs MC STAFF	FROM 27/08
				A maximum of four people permitted to use the staff study at any one time. Signage in place. Face coverings in place when using canteen facilities or supervising in canteen areas	Y		ML FK LWR STAFF	FROM 27/08
				Staff to use their own cups, cutlery and utensils. Staff are not to share equipment. Staff to clean up after themselves. Clean and sanitise when photocopying in the staff study, before and after eating in staffroom/ supervising in the canteen or areas. Cleaning of aforementioned areas will take place at least twice daily.	Y		STAFF MC EH LWRs KSH Group	FROM 27/08

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				Hand sanitiser, soap and hot water available in the staff room, at entrance into staffroom, staff toilets and canteen/E area kitchens.	Y		ML FK LWRs T	From 27/08
				Regular changing of waste bins All food stored in the staffroom fridge is in containers and clearly labelled as to the owner. Reminder on fridge in place.	Y Y		IC JR MC EH SK STAFF	From 27/08
				For the duration of the COVID- 19 restrictions when using the water dispenser inside the staffroom, staff are to avoid direct contact with the tap when filling personal drinking bottles and must clean tap dispenser before and after use.	Y		STAFF	From 27/08

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		Canteen		Gradual reopening of the canteen continues as of 12/04/2021 with strong promotion of the pre-order facility. Distribution of packed lunches/ grab and go bags to first and second year students will continue.	Y	Consultation and ongoing review with Tina and supervising teachers.	T ML FK AP I AP II	From 31/08/2020
				Priority serving times for individual year groups and staggered use of canteen.	Y	Consultation and ongoing review with Tina and supervising teachers.	T ML FK AP I AP II	From 31/08/2020
				Implementation of a queue management system. Student adherence to good hand hygiene before and after canteen use.	Y Y	Pro-active supervision as per rota. Pro-active supervision as per rota.	T ML FK AP I AP II STAFF SUPERVISORS	From 31/08/2020

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COVID-19	Y	Risk of introduction/ spread of the virus from high touch areas or lack of cleaning	H	<p>Cleaning staff will clean the school at least twice per day and they have been instructed on enhanced cleaning regimes in line with Department and Health Protection Surveillance Centre guidelines.</p> <p>High contact areas in the school will be subject to cleaning at least twice daily.</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that may be touched regularly (taps and washing facilities, toilet flush and seats, door handles, radiators, window sills.</p> <p>Cleaners have been instructed to ensure reusable cleaning equipment (mop heads, non-disposable cloths) are clean before re-use and buckets are emptied and cleaned before re-use.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>MC EH IC JR</p> <p>KSH GROUP</p>	<p>Ongoing</p>
				<p>The school will operate a clean desk policy. Staff will have access to cleaning products/ wipes to clean IT equipment (phones, keyboard, desk) and are responsible for keeping their own workspace clean.</p> <p>If students are moving between classrooms consideration may be given to appropriate cleaning products being provided to enable them to wipe down their desk chair and surface before leaving.</p> <p>Doors will be propped open during the day (unless it is a fire door) to aid circulation and minimise touch points.</p> <p>The isolation room and all other relevant areas will be deep cleaned if used for purposes of isolating suspected cases of COVID-19.</p> <p>Staff are asked to ensure they do not leave personal items (mobile phones, car keys, bags) on communal surfaces.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>MC EH IC JR</p> <p>KSH GROUP</p> <p>STAFF</p> <p>STUDENTS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>From 27-08-2020</p>

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				Where teaching and learning involves the use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.	Y		TEACHERS STUDENTS	From 27-08-2020
				Checks will be carried out by school management and the LWRs to ensure that the necessary cleaning procedures are being followed.	Y		ML FK LWRs MC	
				The LWRs will ensure that cleaning regimes are being implemented and report any issues to management.	Y		EH IC JR	
				The soft furnishings in common areas have been removed along with any newspapers/ magazines/ leaflets brochures.	Y		KSH GROUP STAFF	
				The school will use pedal rather than hand operated waste bins where possible and waste bins will be emptied on a regular basis using correct hygiene measures.	Y		STUDENTS JR IC SK	
				Staff will open windows where feasible to encourage ventilation.	Y		MC EH	
				Water fountains in student areas have been removed.			STAFF	

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COVID-19	Y	Risk of introduction/spread of the virus through lack of PPE or incorrect use of PPE	H	Packs of relevant PPE will be prepared and made available when responding to a suspected case of COVID-19 including PPE for cleaning and disinfecting rooms where a pupil or staff member with suspected COVID-19 was present. (medical face masks included in packs)	Y		ML FK LWRs	By 27-08-2020
				Appropriate PPE will be available for dealing with intimate care needs and for first aid. (including medical face masks). Staff providing healthcare to students with medical needs in school will apply standard precautions as per usual practice.	Y		ML FK LWRs SNAs RELEVANT STAFF	By 27-08-2020
				PPE will be made available where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups or may be living with people who are in a very high risk category.	Y		ML FK LWRs RELEVANT STAFF	By 27-08-2020

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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: / /

Blank Risk Assessment Template No.74 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
				All staff will wear a face covering where a physical distance of two metres from other staff or students cannot be maintained or concerns regarding prolonged close contact and exposure to fluid or respiratory droplets exist. In BCS this may apply when teachers are inside their classrooms, are supervising in student areas/ corridors/ canteen/ at entry or exit points/toilets, spending time in the staff room /staff study /and other meeting areas.	Y		ML FK LWRs STAFF	From 27-08-2020 onwards
				Disposable or multi use face coverings in addition to clear visors will be made available to staff in cases where a backup face covering is needed during the day or required on an ongoing basis.	Y		ML FK LWRs	From 27-08-2020 onwards
				All students will be required to wear a face covering when a physical distance of two metres from staff or other students cannot be maintained or concerns regarding prolonged close contact and exposure to fluid or spiritual droplets exist. In BCS this will apply when students are inside their classrooms, at their locker, in corridors, in the canteen, at entry or exit points and outdoors when less than 2m apart.			ML FK LWR AP1 AP2 ALL STAFF ALL STUDENTS	From 27-08-2020 onwards

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Blank Risk Assessment Template No.74 (List additional hazards, risks and controls particular to your school using Template no. 74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
				Disposable or multi use face coverings and clear visors will be made available to students as required.	Y		ML FK LWR AP1 AP2 ALL STAFF	From 27-08-2020 onwards
				Bins will be provided where staff and students can deposit of used PPE. These bins will be removed at the end of the day and replaced using proper hygiene controls.	Y		ML FK LWR IC JR MC EH	From 27-08-2020 onwards
				Regular communication and monitoring of proper and relevant PPE usage. (see also information/communication section)	Y		ML FK LWRs DEPARTMENT PUBLIC HEALTH STAFF STUDENTS	Ongoing

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

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Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
COVID-19	Y	Risk of introduction/spread of the virus from third parties (parents or guardians, contractors, suppliers and visitors)	M	Policy of restricted access for essential purposes only with prior approval from the principal will operate and apply to all third parties seeking to enter the building	Y		ML	From 27-08-20 onwards
				A specific designated contact point will be used for same.	N	To be prepared outside the main entrance near the general office.	ML FK IC JR KC NT SK	From 27-08-2020 onwards
				All third parties entering the school building following approval must use hand sanitiser.	Y		ML FK SK THIRD PARTIES	From 27-08-2020 onwards

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.

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Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
				Parents and Guardians will need to contact the office in advance and obtain prior approval from the principal if they require access to BCS for essential purposes.			KC NT ML FK	From 27-08-2020 onwards
				Parents and Guardians collecting students will be asked to press the buzzer inside the main entrance and wait at the designated contact point (on the right hand side of the main entrance). The student will subsequently be sent out to meet them at the designated contact point. This is subject to prior approval from the principal and for essential purposes only. Practice to be kept to an absolute minimum.			ML FK PARENTS GUARDIANS	From 27-08-2020 onwards
				Parents/Guardians, contractors and visitors are requested not to attend the school if they are exhibiting symptoms of COVID-19, have been diagnosed with COVID-19 in the last 14 days or have been in close contact with someone diagnosed with COVID-19 in the last 14 days. Contractors and visitors will complete a screening questionnaire in advance of visiting the premises.			PARENTS GUARDIANS CONTRACTORS VISITORS	From 27-08-2020 onwards

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Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
				Contractors and visitors will receive an induction in relation to the control measures that have been adopted within the school. Contractors will be requested to provide risk assessments and method statements that cover the risk of COVID-19 associated with their activities. Caretakers should limit the time spent with contractors and ensure physical distancing is maintained at all times.			ML FK CONTRACTORS VISITORS IC JR	Ongoing
				Contractors are not permitted to use tools or equipment owned by the school.			ML FK IC JR	Ongoing
				Signing of paperwork / personal digital assistant should be eliminated. If staff and contractors are required to sign paperwork, they must only use their own pen for completing paperwork and wash/sanitise hands before and after signing a PDA.			ML FK KC NT IC NT	Ongoing

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	Y/N				Y/N			
COVID-19	Y	Risk to the mental health and well being of staff and students	M	Employer Assistance Service provided by Spectrum.Life This is a confidential employee support service designed to assist staff in resolving personal or work related concerns. A free phone confidential helpline, counselling, a wellbeing portal and app, online cognitive behaviour therapy and a mental health promotion manager are available to support staff.	Y		ML FK EAS	Ongoing
				Implementation of the DES Guidance Document on Supporting the Wellbeing of School Communities as Schools Reopen.	Y		ALL STAFF ALL STUDENTS	From 27-08-2020 onwards.
				Promotion of student wellbeing in: SPHE CSPE PE RE First year wellbeing modules: Guidance Chaplaincy Careteam	Y		TUTORS TEACHERS OF SPHE CSPE PE RE First year Wellbeing modules LM AH KC	From 27-08-2020 onwards.

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	Y/N				Y/N			
				Planned activities to enhance student wellbeing following the period of school closure.		Care Packs Walks Artwork Tea-Positivity	TUTORS TEACHERS OF SPHE CSPE PE RE First year wellbeing modules LM AH KC	From 27-08-2020 onwards.

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Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
COVID-19	Y	Risk of Legionella from stagnant water	M	The water system in BCS was subjected to regular flushing throughout the lockdown period.	Y		IC JR	ONGOING
COVID-19	Y	Risk of introduction/ spread of COVID 19 from lack of physical distance at emergency assembly points	H	Sufficient space at fire assembly points to ensure physical distancing can be maintained in an emergency evacuation. Any changes re. above to be communicated to staff and students	Y		ML FK TC ED	On 27 -08-2020 and ongoing.
COVID-19	Y	Risk of introduction/ spread of COVID 19 from participation in extra-curricular activities	H	All extra-curricular activities continue to be suspended until further notice.				

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	Y/N				Y/N			
COVID-19	Y	Risk of introduction/ spread of COVID 19 from sharing equipment in PE	H	Minimise sharing of equipment. Clean shared equipment between use by different students. Adequate supply of wipes/cleaning materials available in the PE office. Students perform hand hygiene before and after engaging in PE activities.			JB DMcl STUDENTS	
COVID-19	Y	Risk of introduction/ spread of COVID 19 from sharing supplies in ART	H	Students have their own individual art packs and equipment supplies. Adequate supply of wipes/cleaning materials available in the Art Room.			EM STUDENTS	
COVID-19	Y	Risk of introduction/ spread of COVID 19 from sharing instruments in MUSIC	H	Instruments are not to be shared between students as far as possible and if sharing is required, instruments are cleaned between use. Wind instruments are to be cleaned and disinfected between use. Adequate supply of wipes/cleaning materials available in the Music Room.			CR STUDENTS	

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COVID-19	Y	Risk of introduction/ spread of COVID 19 from sharing equipment in a mainstream classroom e.g. ruler, calculator, pen, pencil, textbook,...	H	Discourage and prevent sharing of standard classroom equipment including listed items. Emphasise student's personal responsibility to be prepared and organized for class. Teachers to be provided with a small amount of additional pens/pencils as a contingency measure.	Y		TEACHERS STUDENTS ML FK	
	Y	Risk of Introduction/ spread of COVID 19 in practical classrooms (C1,C2,C3, C4)	H	Use of Individual Toolboxes in Engineering classes. Additional cleaning of all hand tools, machinery, work stations and tool boxes in practical classrooms as listed.	Y		SK	

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