

Castaheany Educate Together National School Revised Safety Statement 2020 (COVID-19 Period)

This policy was originally drawn up in 2006 and ratified by the Board of Management on 24th April 2006. It was reviewed and updated by the whole staff and BOM in October 2010 and ratified at a Board meeting on 8th November 2010. It was reviewed in September 2012 and on a yearly basis since then. It will be reviewed annually at the beginning of each school year and more frequently, if the need arises. The statement will be read through at a whole-staff meeting at the beginning of each school year. This constitutes our annual review.

This 2020/2021 adapted version of the Health and Safety Statement includes all necessary measures to adapt the school environment during the COVID-19 period.

The Board of Management (BOM) of Castaheany Educate Together National School (CETNS) recognises the importance of the Safety, Health and Welfare Act, 1989 and the Safety, Health and Welfare at Work Regulations, 1993.

This document sets out the safety policy and procedures at CETNS and specifies the means to achieve the policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to all members of the public with whom we come in contact.

This policy requires the co-operation of all employees of the school. We expect that the school management and staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their ongoing duties.

It is our intention to undertake regular reviews of this statement in light of experience, changes in legal requirements and operational changes and developments at CETNS.

The BOM will undertake to carry out a safety audit annually and report back to staff. This inspection will be carried out more frequently, if requested by either staff or the BOM.

Records of school-related accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health. (*Appendix 1 – Incident Report Sheet*)

Signed: _____
(Chairperson, BOM)

Next Review Date: September 2021

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Castaheany Educate Together National School

The members of the BOM of CETNS are:

<i>Chairperson/Patron Nominee:</i>	<i>Ann Ryan</i>
<i>Principal/Secretary:</i>	<i>Sheila Gaughan</i>
<i>Community Nominee:</i>	<i>Barry O'Carroll</i>
<i>Community Nominee:</i>	<i>David Farrell</i>
<i>Patron Nominee:</i>	<i>Pat Phelan</i>
<i>Staff Nominee:</i>	<i>Colm Ahearne</i>
<i>Male Parent Nominee:</i>	<i>Graeme Thorpe</i>
<i>Female Parent Nominee/Treasurer:</i>	<i>Celine Kacmaz</i>

The BOM will ensure that, in so far as is practicable, the highest standard of safety shall prevail, and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989, are applied and adhered to.

Specifically, the BOM wishes to ensure in so far as is reasonably practicable:

- (a) The design, provision and maintenance of all places within the school in a condition that is safe and without risk to health
- (b) The design, provision and maintenance of safe means of access to and from school
- (c) The design, provision and maintenance of machinery and equipment
- (d) The provisions of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
- (e) The provision of information, instruction, training and supervision as is necessary to ensure the safety and health of its employees at work
- (f) The provision and maintenance of suitable and protective clothing or equivalent as necessary to ensure the safety and health of its employees at work
- (g) The preparation, revision as necessary and communication of adequate plans to be followed in emergencies, e.g. Fire drill, injuries etc.
- (h) The safety and prevention of risk to health at work in connection with use of any article or substance

- (i) The provision and maintenance of facilities and arrangements for the welfare of employees at work
- (j) Obtaining, where necessary, the services of competent persons for the purpose of ensuring the safety and health of its employees
- (k) The continued updating of the Safety Statement
- (l) The provision of arrangements for consultation with employees on matters of Health and Safety
- (m) The provision of arrangements for the selection of a safety representative from among its employees

The BOM recognises that its statutory obligations under legislation extend to employees, pupils, any person legitimately conducting school business and the public.

The Principal, Sheila Gaughan, is the Safety Officer and Connor Sheahan is the current Safety Representative. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

Duties of Employees

It is the duty of every employee of CETNS while at work to:

- (a) be aware of the First Aid procedures in the school and to know the location of the First Aid boxes.
- (b) take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- (c) ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- (d) report any defects or damage in teaching aids, equipment or machinery *immediately* to the caretaker. (record in maintenance book with name and date)
- (e) any accidents recorded on Incident Report Forms should also be reported verbally to the principal or safety representative as soon as possible.
- (f) ensure that corridors, doorways etc, are kept clear and free from obstruction.
- (g) ensure that they know the procedures in the event of a fire.

- (h) not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury.
- (i) not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
- (j) suggest ways of eliminating hazards and improving working methods in the school.
- (k) have read and understood the school's Safety Statement and carry out their work in accordance with its requirements.

Consultation and Information

It is the policy of the BOM of CETNS to:

- (a) consult with staff in the preparation and completion of the Health, Safety and Welfare Statement
- (b) this policy is available to all staff, BOM members and families. It is published on the school website. A hard copy is available on request.
- (c) convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available
- (d) ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

Hazard Identification, Risk Assessment and Control Measures

The BOM of CETNS recognises that the activities within the school building and within the school grounds may present risks to health, safety and welfare.

It will be our policy that at the end of each school year a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety representative (*See Appendix 2*). Following this hazard identification and risk assessment, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, Health and Safety issues will be included on the agenda of each staff meeting, school management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents and visitors.

Some hazards can be rectified but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency.

Hazards

Fire

It is the policy of the BOM of CETNS that:

- There will be an adequate supply of fire extinguishers which will deal with any type of fire.
- Fire equipment should be identified and checked in line with current Irish standards (IS 291): fire extinguishers and fire blankets annually, fire alarm and emergency lighting quarterly.
- Fire drills should take place at least once a term and a record maintained.
- Instructions should be given on the use of fire extinguishers for specific materials/equipment.
- All emergency exits are clearly marked and should be kept clear of obstructions.
- **Two assembly points are designated outside the building.**
- There are 7 named persons responsible for fire drills and evacuation procedures. (See Appendix 3)
- A no-smoking policy is strictly enforced on the school premises.
- The gas heating system and water boiler will be checked and serviced annually.
- All electrical equipment should be switched off or unplugged outside of school hours and when the school is closed for lengthy periods.
- All lighters, matches, candles etc. should be securely locked into filing cabinets.
- All gates should remain unlocked during the school day to allow access for fire and other emergency services.
- The co-ordinating Responsible Person will assign a sub from the Responsible Persons list to check that visitors signed in on the sign in/out book at reception have left the building.
- ***During fire drills classes will use the doors that they are accustomed to using for exiting the building. All children will stand in a line in a distanced way, as they should be accustomed to.***
- All Covid-19 protocols will be followed where practical, in accordance with the guidelines as set out in our School Covid Response Plan.

● **Machinery, Equipment and Electrical Appliances**

It is the policy of the BOM of CETNS that:

- All machinery, equipment and electrical appliances should be used by competent persons only.
- Specialist equipment will be subject to regular maintenance checks and regularly serviced in accordance with the manufacturer's instructions.
- All cables and flexes should be kept in good condition
- Electrical cabinets and fuse boards are located in store rooms on both levels and kept locked at all times.

Hazardous Chemicals and Cleaning Chemicals

It is the policy of the BOM of CETNS that:

- All chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. They are locked away in cleaning stores, one on each level, which are only opened in the afternoon when cleaning staff are present.
- A small supply of cleaning products is also available in the staffroom, also locked at all times.
- Chemicals, detergents and hazardous cleaning products should never be stored in classrooms, offices or other areas where children have access.

Drugs/Medication

It is the policy of the BOM of CETNS that:

- Medications, drugs etc. should be kept in a secure cabinet, (*bottom drawer of filing cabinet in each room*) locked at all times to which the key is kept by the teacher, in line with our Administration of Medications Policy. A spare key will be kept in a safe place at all times. (*bottom plastic wall unit*)
- Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer/supervise medication when specifically requested to do so by parents in writing and approved by the Board of Management.

Other Potentially Hazardous Items: Knives and Sharp Implements

It is the policy of the BOM of CETNS that:

- All knives and sharp implements are stored in the staffroom.
- This room is locked at all times and has been fitted with a coded lock for authorised use only.
- Staffroom cutlery is for adult use only. ***During the Covid-19 period, each staff member will only use their own cutlery (including sharp knives) which brought in on a daily basis and stored securely.***
- Gardening equipment should always be stored in the outdoor shed, which is kept locked at all times. Pupils should always be supervised when using garden tools or other sharp items.

Challenging/Aggressive Behaviour

Regarding the management of challenging and/or aggressive behaviour at our school:

- Staff have been guided through the "Behavioural, Emotional and Social Difficulties: A Continuum of Support" document by our NEPS psychologist, Judith Leslie. This in-service can be repeated, at our request. The document will be brought to the attention of new staff by the SENCO. Support and guidance will be provided via the support team. In the case of a pupil who may need particular attention in this regard, a clear management strategy will be outlined in their individual Support Plan.
- The Red Triangle alert system will not be used during the COVID-19 period. Teachers will instead use the intercom system or the new internal phone system. Children will not be sent out of their classrooms for any reason.
- In the case of an aggressive adult, this person will be asked to leave. If they refuse to leave, an emergency 999 call should be made to the Gardaí. A panic button is also available in the front office. This activates the alarm and sends a "panic" signal to the monitoring services. Two mobile panic buttons are also available should staff be working in a quiet building during evenings/weekends.
- Employees should report verbal abuse or threats to management. Management should offer support and assistance to the staff member in dealing with these problems and fully investigate any violence or threat of aggression against employees.

First Aid

It is the policy of the BOM of CETNS that:

- There are small First Aid kits available in all classrooms throughout the school, to be stored in the bottom drawer of the filing cabinet
- There are also additional bigger kits, clearly marked, in the Library/Computer Room, the corridor just outside the PE Hall, the staffroom and our First Aid Room (Classroom 2).
- SNAs will carry their own individual First Aid kit to deal with minor cuts and grazes in the yard, and let the class teacher know about these.
- There are First Aid kits available for school trips. These are stored with First Aid supplies and available on request.
- Disinfectants and sprays etc. will not be applied in case of allergies. Hypo-allergenic plasters are available for use.
- Ice packs are stored in the freezer in the staffroom - these must be returned after use.
- If staff members notice that supplies are low in any of the First Aid kits they should inform the safety rep. so that they can be replenished.

- All injuries/incidents that occur during yard time, and treated in the First Aid Room, are recorded in the First Aid records by the teacher on First Aid duty and should be reported to the class teacher by the teacher on duty in the First Aid room.
- Other minor injuries are treated in the yard e.g. small scrapes, grazes, and should be recorded in the Yard Book.
- All injuries/incidents that occur during yard time should be reported to the class teacher when they are collecting their line. The staff member who treated the child reports to the class teacher.
- Regarding head injuries, a phone call will be made to parents/ guardians reporting the injury and describing how the child is presenting. A choice is given to the parent/guardian to come to the school and check how their child is.
- A defibrillator is located on the green corridor, beside the PE hall and close to reception.
- All staff members who treat a child in need of First Aid, will do so while wearing the appropriate PPE, in accordance with the latest D.E.S. guidelines

Trips and Falls

It is the policy of the BOM of CETNS that:

- All classrooms, corridors and stairways will be adequately lit.
- Defects in flooring, stairs, handrails, shelving and lighting should be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition. Floors should be washed outside of school hours to eliminate the danger of slipping.
- All spillages around the school building (food and drink) should be cleaned up immediately.
- Electrical cables should not be allowed to trail on the floor or hang from walls in such a way as to be hazardous to staff, pupils or visitors.
- Waste should be removed daily to a secure external collecting area.
- All light fittings, windows and skylights should be cleaned regularly and broken light bulbs replaced.
- All external paths should be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies should be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways should be kept clear of obstruction.
- Schoolbags should be stored under desks or on the back of chairs.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils will not be allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- runners must be worn for P.E.
- Jewellery is not allowed at school, with the exception of stud earrings and watches. Children will be asked to remove their watches before PE lessons.
- Baseball caps should only be worn outdoors.
- Coats should be hung on coat hooks provided.
- Stairways, steps and ramps will be provided with handrails in accordance with the building regulations in relation to height and these will be maintained in good condition.
- Our Code of Good Behaviour will encourage the children to move around the building, in a calm and quiet way. (See Code of Good Behaviour) During the Covid-19 period, children from 3rd to 6th class will be mindful of appropriate distancing and a one way system.
- Hot liquids are not permitted outside the staffroom unless they are contained in an appropriately covered mug with a lid.
- Step ladders are provided for staff to access noticeboards and high shelves.

Stress in the Workplace

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include

- staff's relationships with pupils
- staff's relationships with colleagues
- staff's relationships with parents
- management issues etc.

The BOM recognises that the pressure of work can trigger illness and that stress and illness can be related. Safeguards and controls must be implemented at organisational level. This can include social support, career development and training, managerial support, participation in decision-making to increase control of one's own work and positive staff communication.

The **Inspire Wellbeing** service should be highlighted to all teaching and SNA staff at the beginning of each school year.

Any employee issues discussed with the principal will be handled with sensitivity and confidentiality.

Security and School Access:

- Both entrances to the school (front and back door) are protected by security key pads. These are fitted with a coded lock for authorised use only.
- The premises are also protected by CCTV. There is a concealed camera at reception.
- CETNS is fitted with a burglar alarm which is monitored remotely and is also connected to the fire alarm.
- Anyone entering the school building is required to identify themselves to the secretary in the school office and sign in.
During the Covid-19 period, only 'essential' visitors will be permitted access to the school and only after prior arrangement with the principal.
- Contractors should make contact with the school Principal prior to initiating any work on the premises.
- During the COVID-19 period, parents will not be allowed access to school during the day. No items which were forgotten at home, will be delivered to children after the school day starts. In the event of an emergency, parents or guardians will ring ahead and suitably socially distanced measures will be arranged for the child's collection. Under no circumstances will a parent be allowed enter the school building without wearing a face mask.
- At the end of the school day (1.10 and 2.10), the campus gates remain closed for 10 minutes to allow pupils and families to leave the premises safely.

Yard:

- The yard is separated into 8 areas (A - H), each class group will play strictly within their designated area.
- Classes are brought to their line by their teacher at the beginning of yard time. The teacher should wait with their class until the teacher on yard duty arrives.
- Yard supervision for each class grouping will be covered by the class teachers & their SET Teacher on a 3 week rotation.
- Each section of the yard has a teacher assigned for supervision during playtime.
- SNAs supervise the child/children they work with.
- All staff should wear a high-visibility jacket on yard duty to be easily identifiable and found quickly by students and other staff.
- At the end of playtime, students line up. The supervising teacher should wait until all teachers have collected their lines before returning to the building.
- School gates should remain fully closed during both yard breaks each day.
- On wet days, staff and children will follow the arrangements outlined in Appendix 4 if there is a need to return to the school building before the end of yard time.

General Supervision:

- Children should never be left unsupervised at school. Classes should be supervised at all times.
- In the case of a wet break, classroom doors should be left open and those teachers rostered for yard duty will share the supervision of all classes while other teachers have their lunch. SNAs should remain with SEN pupils in the classrooms during wet breaks and take their lunch either beforehand

or afterwards.

- A child who is feeling unwell should remain in the classroom with their teacher and be closely supervised until they are collected. If they have not been collected by lunch time, they should be brought to the First Aid Room where they will be supervised by another teacher.
- Children with serious food allergies will remain with an SNA during wet breaks.

Covid-19

PPE:

- Face coverings (visors/masks) will be provided by the school and are to be worn in the staffroom, and outside.
- All staff members will be required to wear face coverings in the classroom when a physical distance of 2 metres cannot be maintained.
- 'Please keep your distance' high-vis vests will also be available.

General:

- Sanitizer will be provided at entry and exit points in all rooms of the building.
- Signage will be put up around the school building.
- There will be a one-way system around the school building.
- Plastic covers will cover communal keyboards.
- Pedal bins will be put in each classroom for general waste and recycling.
- New, easier to use taps will be installed in Infant rooms.

Communication:

- All of the changes will also be communicated to parents (including translations), Senior pupils and Junior pupils. There will also be a short video to show some of the changes in the school. This will be sent out to parents and children in advance of us returning to school to prepare the children.
- Code of Good Behaviour for 3rd-6th class to be amended to add in a section on COVID, which is to be signed by both pupil and parent. Pupils will be sent home if not following COVID rules. This is to ensure 1) Children & parents understand the situation 2) will follow rules 3) will drop and

collect on time 4) not come to school if unwell 5) Full disclosure of any symptoms/overseas travel.
*see Code of Good Behaviour for more details!

- Aladdin noticeboard will be used for announcements as to who is out that day & other news that would normally go on staff room board. Important for staff to check this every morning
- Any parents/guardians wishing to talk to a member of staff, can do so by contacting Tina in the office and staff will phone parents back when they are available. At times it will be necessary to have a face to face meeting, but only when the correct safety procedures have been implemented. Parents/Guardians will also be encouraged to write a note in homework journal if necessary.
- Intercom is now working 2-way, so we can now message down to Tina, Tina can also make an announcement for one room only.
- If there is an emergency contact Tina via intercom. This will replace the red triangle system pre-Covid.
- Visitors to school kept to a minimum, and by appointment only - will have to complete contact tracing log before entry. Personal data given is for HSE only, not for us, as per GDPR.
- Parents/Guardians will not be allowed into the school building, unless by appointment.

Staffrooms:

- There will be two staffrooms in operation this year. The one opposite SET rooms 1 and 2 will be used for upstairs staff and last year's Home-School room (opposite classroom 1) will be used for downstairs staff. Staff will bring in their own cutlery, cups etc and bring them home.
- Health & Safety display in both staff rooms.
- No touch entry system - lanyards and fobs. These will replace the daily sign-in system.

Classroom organisation:

- 'Increase distance and reduce contact' is the rule that we will be living by. It is the responsibility of every teacher to organise the 'Pods' within their classes with this in mind. As we have the largest possible classrooms, our pods should be made up of 4 children with 1 metre distance between each pod and as much space as possible between the children within pods.
- Aistear areas and rotas should be organised in a way that there will only be one pod playing with a set of toys over a 72 hour period (or per day if the toys can be sanitised).
- A plastic mesh folder has been purchased for every child in the school. These should be clearly labelled and should contain all equipment that the children need (writing & colouring materials, scissors, glue etc. There will be no sharing of any material

Additional points:

- Staff meetings to be held remotely until further notice.
- No class meetings will be held this year.
- Fire drills - Sheila will advise.
- Children showing symptoms or those disclosing that they did not quarantine on returning from a country not on green list will be sent to isolate in the library until their parents can collect. If in doubt, they will be sent home. Infrared thermometers will be available.
- Careful consideration to be given to which children are grouped in PODS together - these will have to remain unchanged until the 2 week break at Christmas & will need to cater for withdrawals.
- No sharing of any resources within or between classes will be permitted, including AISTEAR resources (teachers will have to alternate topics), Children or teachers cannot 'pop' into the class next door. Appropriate face coverings to be worn if floating between classes for whatever reason.
- Take home readers tbc at a later date, but we may use online PM readers. ??
- Google Classrooms to be kept going to facilitate homework where applicable.

- Rental books - Children will be allocated a number - i.e. child A will get the #1 labeled book for each rental book they use. All materials, including copies, rental books etc are to be kept separate for each child - boxes, baskets will be ordered for each individual child and attached onto tables.
- For the foreseeable, a **SET** teacher will be allocated to each class grouping e.g. One SET teacher will move between both 1st classes etc. They will provide in-class support and withdrawal for those classes only. Social stories available on gov.ie .
- PE is to be done outdoors (athletics/games/outdoor and adventure) where weather permits, and with as little equipment as possible. Each class will have a PE box with a small amount of equipment.
- More details to follow re use of equipment/signing out equipment at a later date.
- Staff to take home any personal resources they have in school that they will not be using this year i.e. for a different year group - to reduce clutter.

Daily Routine

See School's Covid Response Plan on website

- **1.10m** JI and SI socially distanced markings where those collecting will wait.
- **2.00pm** - 5th and 6th to be let out of Castaheany Gate to make their own way home.
- **2.05pm** - 3rd & 4th - children who go home themselves at top of line and leave first, the rest wait in area C for those collecting them (socially distanced markings where those collecting will wait.)
- **2.10pm** - 1st & 2nd - children who go home themselves at top of line and leave first, the rest wait in area B for those collecting them (socially distanced markings where those collecting will wait.
- Where a sibling collects, only the oldest sibling is allowed to wait in the yard to collect the youngest two siblings.
- Recommended that collectors meet children in carpark. If a collector comes into the yard, it is imperative that they are on time and stick to social distancing rules.
- Children are not allowed back into the building for any reason once they have left. Parents are not allowed drop in anything the child has left at home.
- Late collections are to be greatly discouraged, In such instances the Class Teacher will go to Tina's window or hatch or contact her on Aladdin to ask her to ring parents. Teachers will keep a record. On the 2nd late collection a member of Management Team/Karen will contact parents by phone.

Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of

spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to Minimise the Risk of Introduction of COVID-19 into Schools:

- Promote awareness of COVID-19 symptoms (*details below in **'Know the Symptoms of COVID-19'***);
 - Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
 - Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
 - Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
 - Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (*details at Section 8*);
 - Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
 - Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
 - Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area has been set up within the school building (opposite room 9). In the event of a second suspected case, the Sensory Room can be used for isolation purposes. The designated isolation area is behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;

Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;

If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises;

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

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 which will form part of determining follow-up actions and recovery;

Arrange for appropriate cleaning of the isolation area and work areas involved – (*details in ‘Hygiene and Cleaning’ Section*).

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

Hygiene and Cleaning

In summary, each school setting should be cleaned at **least once per day**. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There should be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

The room should be cleaned as soon as practicably possible.

Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

Other Welfare and Health Issues

It is the policy of the BOM of CETNS that:

- Dampness and draughts will be minimised.
- Rubbish will not be allowed to accumulate.
- Proper ventilation will exist.
- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.
- Arrangements for eating will be provided in the form of a staffroom.
- The lift should not be used if a staff member is alone in the building. A mobile phone should be carried at all times when using the lift. A notice to this effect is displayed in the lift.
- Lone working is discouraged. There should always be at least two people in the building.

Appendix 1.



INCIDENT REPORT FORM

Date:

Child's Name

Class/ Teacher

The following incident occurred today:

Risk/Hazard	H	M	L	Control Measures	Action by

Please note the hazard, the type of risk it is (H-High, M-Medium, L-Low), how it can be fixed and who can fix it.

Appendix 3.

Castaheany Educate Together National School Fire Evacuation Plan

Responsible Persons:

1.	Sheila (Sub: Aoife M)	Co-ordinator at reception Assign responsibility of checking sign in/out sheet of visitors to school. 1 st and 2 nd class corridor (includes adult toilets and cupboard).
2.	Marilyn (Sub: Connor)	Junior Infant corridor (includes staff room , resource rooms, HSCL room, staff toilet and cupboard)
3.	Tina (Sub: Connor)	Office area plus senior infant classes, hall and public toilet.
4.	Karen (Sub: Claire)	3 rd and 4 th class corridor (includes resource wing)
5.	Diana/Ruth (Sub: Niamh)	5 th and 6 th class corridor (includes multi-sensory room)
6.	Bernie (Sub: Lorraine G)	Outdoor Areas and Boiler Rooms
7.	Renata (Sub: Aisling)	Foyer to collect kids from resource teachers and bring them to their lines. All responsible persons that are resource teachers check in here with/without children.

All responsible persons report to Sheila in the secretary's office.

All who are working with students they have withdrawn at the time of a fire drill must bring these students to Renata in the foyer and then go to check their areas.

Do not bring students to their lines, as you cannot return to a burning building having left it.

Close doors of rooms after checking them.

Arrangements for coming in from yard before the bell:

Only come in early if absolutely necessary
Teacher on Area A and Area B decide to come in
Area A teacher opens necessary fire doors

Through the fire doors near the staffroom:

- Junior Infants with allocated SNA
- Senior Infants with Area A teacher

Through the PE hall doors at PE store end

- 1st Classes with Area B teacher
- 2nd Classes with Joanna

Through the front door at reception

- 3rd Classes with Area C teacher
- 4th Classes with Area D teacher

Through the fire doors on the red corridor (near Classroom 8)

- 5th Classes with Area E teacher
- 6th classes with Lorraine

Appendix 5

Evacuation procedures when staying in for break:

Infants Corridor:

- Junior Infants with allocated SNA (through doors near staffroom)
- Senior Infants with Area A teacher (through main school door)

1st and 2nd Class corridor:

- 1st Classes with Area B teacher (through doors beside Sheila's office)
- 2nd Classes with Joanna (through doors in front of Room 8)

3rd and 4th Class corridor:

- 3rd Classes with Area C teacher (through doors near staffroom)
- 4th Classes with Area D teacher (through doors beside Sheila's office)

5th and 6th Class corridor:

- 5th Classes with Area E teacher(through doors in front of Room 8)
- 6th classes with Lorraine(through doors in front of Room 8)

