

CORK CITY MUSIC COLLEGE

HEALTH & SAFETY POLICY

including COVID-19 Reopening Risk Assessment

Safety, Health and Welfare at Work

It is the policy of Cork City Music College Board of Management to provide a safe and healthy work environment for the school community and to meet its duties to students, staff and parents/visitors. This policy has been formulated during the school year of 2017/18 and updated in August 2020 by the staff and Board of Management of Cork City Music College.

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety policy. It represents the Board of Management's commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the schools' health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety policy.

The Board of Management recognises that its obligations are to provide the following:

- A safe place to work
- Safe systems of work
- Appropriate information and training to ensure safety
- Preparation and revision of emergency plans
- Prevention of risk to health from any activity
- Hygiene facilities as appropriate

The success of this policy will depend on the co-operation of all personnel. All staff members should ensure that they understand their role and the overall arrangements for health and safety within the school and its Outreach Centres. All staff members should be aware that they have an obligation to take care of their own safety and that of others who may be affected by their decisions.

Responsibility of the Employer, Board of Management

The Board of Management will endeavour to secure the safety, health and welfare of employees, staff, students and visitors.

It will:

- Carry out risk assessments, identify hazards and prepare a safety statement, taking account of the general principle of prevention.
- Management will be fully familiar with the organisation's safety statement and ensure all employees are informed of its contents and any subsequent revisions.
- Employees will be informed of hazards and risks identified, the protective and preventative safety measures, and the names of designated employees representing health and safety processes.
- Organise methods and systems for managing and conducting work activities to ensure, as far as possible, the health and safety of employees.
- Ensure that there are safe means of access and egress to the place of work, and endeavour to ensure that the equipment and facility is safe and without risk to health.
- Prevent, as far as possible, any improper conduct or behaviour likely to put the health and safety of the employees at risk.
- A Health and Safety Committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure the compliance with the safety statement and relevant legislation.
- Provide written information and instructions regarding the fire safety on the premises to ensure that employees are aware of the actions to be taken in the case of an emergency.
- Ensure that properly maintained fire protection equipment is available and fire routes are kept clear.
- Provide and maintain first aid boxes on the premises.
- Ensure that all employees receive adequate safety training and instruction appropriate to the task performed.
- Will consider any representation about health and safety from any employee.
- Dedicate the resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of its employees and visitors to the premises.
- Report accidents and dangerous occurrences to the Health and Safety Authority.

Compliance with the safety statement is the ultimate responsibility of management.

Responsibility of Employees

The Safety, Health and Welfare at Work Act 2005, (Section 13) places a number of obligations on employees while at work. These are:

- To take reasonable care of your own health and safety and that of other personnel who may be affected by your acts or omissions.
- To cooperate with your employer on issues pertaining to health and safety.
- To use any suitable appliance, protective clothing/equipment provided for securing safety, health and welfare.
- To report to management without delay any defects of which you become aware in equipment, place of work or system of work, which might endanger safety, health and welfare.

- Not to intentionally or recklessly interfere with any safety measures provided. Such action will lead to disciplinary procedures.
- To be familiar with the safety procedures and safe work methods.
- Not to be under the influence of an intoxicant while at work (including drugs and alcohol) and to submit any reasonable tests for intoxicants accordingly.
- To attend and take account of any safety training, particularly where risk assessment states that this training is necessary.
- Not to engage in improper conduct or negative behaviours (including bullying/harassment).
- To immediately report to management or safety representative, all accidents and near miss accidents.

Risk Assessment

Cork City Music College

At Coláiste Éamann Rís, St. Patrick's Road, Cork

Signed: _____

Date: _____

Risks associated with Outreach Teaching Centres and CCMC Office

Hazards & Risks	Preventative Measures	Those affected by Hazards & Risks
<p>Hazard: Untidy classroom blocking access and egress to piano/ area in which to teach</p> <p>Risk: Trips, slips or falls</p>	<p>Maintain good housekeeping, ensure chairs are tidied away and/or on desks.</p> <p>Report extremely untidy working areas to management.</p> <p>Ensure school bags and other loose materials are kept in suitable areas.</p>	<p>Employees</p> <p>Students</p> <p>Visitors</p>
<p>Hazard: Poorly maintained furniture e.g. piano stools, office chairs, seating for students.</p> <p>Risk: Injury, falls, cuts</p>	<p>Report poor maintenance to relevant authority, i.e. CCMC or relevant school and ensure faulty or poorly maintained pieces of furniture are removed from general circulation until repair.</p>	<p>Employees</p> <p>Students</p> <p>Visitors</p>
<p>Hazard: Lifting heavy instruments/ sound equipment</p> <p>Risks: Injury to back, limbs etc</p>	<p>Where possible avoid heavy lifting. Use lifts where available. Avoid any carrying by sole individuals</p>	<p>Employees</p>
<p>Hazard: Negative stress, e.g. repetitive strain injury</p> <p>Risks: Tendonitis etc.</p>	<p>Take regular breaks from sitting in same position or working on computer for long periods of time.</p> <p>Ensure comfortable seating and desk areas.</p>	<p>Employees</p>

General Hazards and Risks that can be avoided by being mindful of the following:

Slips, trips and falls are the second most common type of accident in most places of work. The risk depends on:

- the premises being kept clean, tidy and uncluttered

- the flooring and stairs being kept in good repair and on the type of flooring used
- the control of other trip hazards
- the quality of lighting
- spillages of liquid being cleaned promptly

The extent of injury may vary from relatively minor to severe, depending on a variety of factors including the nature of the fall, whether at the level or from a height.

Cork City Music College

COVID-19 Reopening Risk Assessment

The following is the COVID-19 risk assessment of Cork City Music College at Coláiste Éamann Rís (CÉR). A COVID-19 Back-to-Work course has been taken by the Principal, Shena Shortall, Vice-Principal, Virginia Metcalfe and by our Designated COVID-19 Representative/Lead Worker Representative (LWR), Nicola O, Driscoll. CCMC has been prepared with respect to the current recommendations from the HSA in terms of social distancing, sanitary stations, posters, one-way systems, isolation areas and PPE. The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.

The following hazards have been identified at the main administrative CCMC centre, Coláiste Éamann Rís and the response that will be taken to deal with each. Please note that these hazards also exist in our Outreach Network centres and the same procedures outlined here will apply to all centres, unless the procedures of a centre differ on any point. In this situation, CCMC teachers that work in Outreach Centres will liaise with those centres to ensure that they follow the COVID-19 protocols of that centre.

Hazard 1:

Contracting or spreading the COVID-19 by not washing hands or by not washing them adequately.

Who might be harmed?

Staff, students, parents/guardians, parents/adults dropping off children, visitors to CCMC, outside service workers.

How will this be controlled?

1. Provide a hand sanitation station at the entrance of CCMC and ensure that posters are concise and informative.
2. Provide information posters on how to wash hands properly.

3. Provide adequate water, soap and drying facilities in CCMC.
4. Share the following with parents/guardians/students: 'how to perform hand hygiene effectively': <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

What further action will be considered to control the risks?

1. Monitor and supervise at intervals to make sure people are following controls.
2. Post signs to remind people to use sanitiser on entering and exiting the building.
3. Provide information to the staff about the facilities and remind them to ensure their students are compliant.
4. Put in place a mechanism where staff and students can report any issues or problems.

Who needs to carry out the action?

The Principal, Vice-Principal, Designated COVID-19 Representative (LWR) and all staff, where possible, should monitor and encourage correct procedure.

When is the action required/how often is the action required?

1. It will be mandatory for all students to bring their own hand sanitiser to each class.
2. Teachers and staff will require all students to wash their hands and/or use hand sanitiser before and after each class.

Hazard 2:

Contracting or spreading COVID-19 in areas of common use and high traffic such as the CCMC classrooms, corridors and office.

Who might be harmed?

Staff, students, parents/guardians, parents/adults dropping off children, visitors to CCMC, outside service workers.

How will this be controlled?

1. Identify areas where people congregate, such as corridors, classrooms, stairs.
2. Identify equipment that will be used by multiple people such as staff room items, pianos, printers etc.
3. Identify areas which will be touched by multiple people such as door handles and doors, stair rails.
4. Identify the number of people in rooms.

Control Measures:

1. CÉR lobby is set up for social distancing. Ask all visitors/parents/guardians/students to abide by the rules.
2. Encourage parents to drop and go: students should arrive to class exactly at the time prescribed by the College and leave the building immediately at the end of class. Parents/guardians of CCMC students are asked not to enter the building in which classes are conducted. This point is part of the CCMC Enrolment Policy that parents/students (over 18)

must agree to upon registration. Parents/students will be reminded about this at the start of the term.

3. Ensure that staff read and sign the COVID-19 rules and regulations.
4. One-way system where possible with signs on the corridors and stairs to ensure social distancing.
5. Ask parents/students to use the bathroom at home before attending class to limit the number of people using the bathrooms at the centre.
6. All teachers must be responsible for their own classroom. A cleaning chart will be filled in after every student and class times will be staggered to allow for this.
7. Each teacher will wipe the printer controls with disinfectant after they use it. Cleaning product will be in place for this purpose.
8. All teachers will control and clean their classrooms in between students. Windows will be opened to facilitate good air flow where possible. Teachers will give students clear instructions where to stand or sit for the duration of class and students must adhere to this.
9. Where teachers are working in rooms nearby each other, group class times will be staggered with a break in between each class to allow for cleaning and to ensure that one group has adequate time to leave before the next group enters.
10. Group classes will be limited to six students (with the exception of the Leaving Cert and theory classes) to ensure social distancing. Leaving Cert and theory classes will take place in large rooms in CÉR where the two-metre social distancing rule can be observed.
11. Surfaces such as classroom door handles and desks will be disinfected in between classes.
12. All students must bring their own materials. It will no longer be possible for the teacher to share their materials. The parents/students will be made aware of this at the start of the term.
13. Where applicable, teachers will send notes from classes to parents/guardians via email/WhatsApp/My Music Staff software to avoid cross contamination using copies.

What further action will be considered to control the risks?

1. Staff will be reminded regularly about COVID-19 procedures by the Principal, Vice-Principal and LWR.
2. Observation of the lobby area, corridors, classrooms and stairs by teacher(s) on duty to monitor compliance.
3. Insist that students do not loiter on the premises before or after class.
4. Regular cleaning of high traffic areas.

Who needs to carry out the action?

The Principal, Vice-Principal, Designated COVID-19 Representative (LWR) and all teachers on duty on the day.

When is the action required/how often is the action required?

Cleaning should be done in between each class.

All cleaning is to be logged and signed.

Hazard 3:

A student may present sick or with COVID-19 symptoms and may infect others.

Who might be harmed?

Staff, students, parents/guardians, parents/adults dropping off children, visitors to the school, outside service workers.

How will this be controlled?

1. Before classes start in September, all parents/guardians will be required to sign a form stating that their child is well and does not exhibit any symptoms of COVID-19, and that they have not been in any situation that they are aware of that could have increased their risk of contracting COVID-19. Adult students will be required to sign a similar form on their own behalf.
2. **All parents/guardians must agree that they will not send their children to lessons if they are unwell or are displaying symptoms of COVID-19, and adult students will not attend class for the same reason.**
3. All students must provide their own facemasks and students aged 13 and over will be asked to wear a facemask while at CCMC and for the duration of their class, unless there is a medical reason not to do so (please inform the office in writing if this is the case). Students that attend CCMC without a facemask may be asked to leave by the teacher. We encourage younger students to wear facemasks where possible.
4. In addition to using the hand sanitiser at CCMC, students must bring their own hand sanitiser with them to each class and must use it if requested to do so by the teacher.
5. If a student arrives to CCMC unwell or begins to feel unwell during class, the student cannot remain in class and will have to leave. Parents will be contacted and asked to collect their child immediately. In this situation the student will be asked to wear their facemask if they are not already wearing one and to wait in a suitable isolated area designated by CÉR or by the teacher. The student will be encouraged to not touch anything while he/she is in the school.

What further action will be considered to control the risks?

1. All students will be asked if they feeling well before class proceeds each week.
2. Teachers will use their best judgement if they are worried about the health of a student.

Who needs to carry out the action?

All CCMC staff and teachers.

When is the action required/how often is the action required?

Every student that attends CCMC must be assessed by their teachers. Where possible, another CCMC staff member may be called upon for a second opinion.

Hazard 4:

A teacher may present sick or with COVID-19 symptoms and may infect others.

Who might be harmed?

Staff, students, parents/guardians, parents/adults dropping off children, visitors to the school, outside service workers.

How will this be controlled?

1. Before classes start in September, all CCMC staff and teachers will be required to sign a form stating that they are well and do not exhibit any symptoms of COVID-19, and that they have not been in any situation that they are aware of that could have increased their risk of contracting COVID-19.
2. All CCMC teachers will provide their own facemasks and will wear them where possible while carrying out their duty on behalf of CCMC.
3. If a staff member arrives to CCMC unwell or begins to feel unwell during class they will suspend class and parents/guardians of students will be contacted immediately to collect their child. Suspended classes will be rescheduled for the next available date as arranged by the individual teacher.

What further action will be considered to control the risks?

Teachers will be given the option and encouraged to teach online from home if they are worried that they are symptomatic.

Teachers will be reminded on a regular basis of their responsibility to the school, staff and students and of the consequences to all should COVID-19 be introduced into the school.

Who needs to carry out the action?

The Principal, Vice-Principal, LWR and CCMC staff.

When is the action required/how often is the action required?

Whenever necessary.

Hazard 5:

A visitor/contractor/maintenance worker/supplier may present sick or with COVID-19 symptoms and may infect others.

Who might be harmed and how?

Staff, students, parents/guardians, parents/adults dropping off children, independent contractors, visitors to the school, outside service workers.

How will this be controlled?

1. All visitors to CCMC will be discouraged. No visitors will be allowed in CÉR during school hours. If it is absolutely necessary, masks must be worn and the relevant form must be filled out. Contact details must be taken.

2. All maintenance and other workers will only be allowed access on appointment and after they have completed the relevant paperwork. However, wherever possible, unless it is an emergency, maintenance work will be suspended for the time being.
3. All suppliers will be asked to contact us in advance and they will be met outside the building and not permitted to enter.

What further action will be considered to control the risks?

1. The above personnel will be contacted before the term starts and made aware of CCMC's COVID-19 policies.
2. Signs will be erected at the door and entry will be allowed on appointment only.
3. Should maintenance and other workers be required on site, CCMC will endeavour to schedule appointments during quieter periods when fewer classes are being held.

Who needs to carry out the action?

Principal, Vice-Principal, LWR, and other CCMC staff.

When is the action required/how often is the action required?

Whenever necessary.

Hazard 6:

Increased risk of infection and complications for vulnerable staff.

Who might be harmed and how?

CCMC staff, teachers and ancillary staff who have a pre-existing condition.

How will this be controlled?

1. CCMC will identify which staff fall into the clinically vulnerable sector.
2. Any CCMC staff member that is in the clinically vulnerable or high-risk category has the option to self-isolate by working from home and conducting classes online where possible.

What further action will be considered to control the risks?

1. CCMC staff must notify the Principal, Vice-Principal and/or LWR if they fall into the clinically vulnerable or high-risk category.
2. Allow CCMC staff who fall into these categories to discuss the matter and their concerns thoroughly and if necessary, put systems in place so that they can work online from home.

Who needs to carry out the action?

Principal, Vice-Principal and LWR.

When is the action required/how often is the action required?

When required.

Hazard 7:

Transmission of the virus via cash or payment.

Who might be harmed and how?

Principal, Vice-Principal and LWR via contact with payment.

How will this be controlled?

1. Payment is enabled through the online invoices that are emailed to each family using the College system, 'My Music Staff and payment is encouraged in this format.
2. Alternatively, parents/guardians/students can request CCMC's bank details and pay online by bank transfer.
3. Where 1 and 2 are not possible, parents/guardians/students will be instructed to put the correct fee in an envelope along with details of the student(s), place it in the CCMC post box on the ground floor of CÉR, and notify the CCMC office. These envelopes will be opened 3 days after they are received.

What further action is required?

Ensure that parents/guardians/students are fully aware of the CCMC payment system.

Who needs to carry out the action?

Principal, Vice-Principal and LWR.

Hazard 8:

COVID-19 contagion in group classes.

Who might be harmed and how?

The teacher and the students in the class.

How will this be controlled?

1. All group classes will be held in halls or large rooms.
2. The students will be socially distanced, at least 2 metres apart but more if possible.
3. Numbers will be limited to six to facilitate social distancing (with the exception of the Leaving Cert classes and Theory classes which are held in large rooms in CÉR).
4. Doors and windows will be opened as much as possible to facilitate air flow.
5. There will be breaks in between all classes to facilitate cleaning.
6. Photocopies will be kept to a minimum, and will be emailed to parents/guardians/students in advance of classes where possible. If this is not possible, photocopies will be made by

CCMC staff, either by using disposable gloves especially for the task, which will then be discarded immediately after, or by sanitising their hands before and after handling the photocopier and photocopies.

7. Where photocopies are necessary for class, the teacher will either sanitise their hands before and after handling the photocopies or they will don disposable gloves to hand out the copies and then discard the gloves immediately after.

What further action is required?

CCMC Staff will be reminded regularly about these procedures by the Principal, Vice-Principal and LWR.

Who needs to carry out this action?

Principal, Vice-Principal, LWR and other CCMC staff.

Hazard 9:

COVID-19 Contagion in wind instruments and singing classes and classes that involve singing and recorder, and tuning instruments.

Who might be harmed and how?

The teacher and the students in the class.

How will this be controlled?

Identify issues:

1. Tuning of instruments (guitar, ukulele, violin and other string instruments)
2. Aerosol from wind instruments and singing
3. Sharing of music stands

Control measures:

1. String instruments will require tuning. Ideally, parents/guardians/students will tune instruments before class commences (using instructional videos on YouTube and tuning Apps if necessary). If this is not possible, the teacher will encourage and instruct the student(s) to tune their instrument from a safe social distance at the start of class. As a last resort, the teacher will tune the instrument and will disinfect his/her hands directly before and after this.
2. Singing and flute classes will be one-to-one only. In these classes, the teacher and students will be further spaced apart than the two-metre rule. Further measures will be added when more is known about the dangers and how best to mitigate them.
3. Other than one-to-one singing classes, for classes that involve singing such as guitar, ukulele and Music Bug Club, singing will be kept to a minimum and students will be instructed by the teacher to engage a quiet singing voice. The same policy applies to recorder playing in Music Bug Club classes.

4. Students that require music stands must bring their own to each class where the stand is required to avoid cross contamination.

What further action is required?

1. CCMC staff will remind parents/guardians/students about the above measures regularly to ensure compliance.
2. CCMC staff will endeavour to keep up-to-date with emerging information regarding COVID-19 and music classes from recognised sources in order to apply best practice and thus, CCMC will make any necessary adjustments as required.

Who needs to carry out this action?

Principal, Vice-Principal, LWR and other CCMC staff.

This COVID-19 Risk assessment document will be adjusted and updated when necessary. It is based on the information and details that we have at present and is subject to change.

Signed:

Shena Shortall

Dated:

6/08/2020