

Ulster College of Music: COVID-19 RISK ASSESSMENT August 2020

Traditionally we would score a risk with a likelihood of it happening, in this case contracting COVID-19, against the consequence of contracting COVID-19. A comparison of the likelihood and the consequence would give us a scored risk.

There would appear to be a great debate regarding the transmission of COVID-19. Likewise, the consequence would appear to depend upon many factors such as age and underlying health issues.

Therefore, we don't feel in a position to assign a definitive risk in any given situations.

We have concentrated on outlining the main 3 risks and suggested some mitigation (risk reduction methods) that will be employed.

1. Transmission of COVID-19 through direct surface contact
2. Transmission of COVID-19 through short term passing and airborne contact
3. Transmission of COVID-19 through extended airborne contact

When assessing risk we would consider any control measures in line with a Hierarchy of Controls; these would normally fall into the 5 categories below:

- Elimination – example would be where a vulnerable person completely isolates and has no contact with any one (or any objects) thereby removing any possibility of infection. – Example: Using video teaching rather than face to face meeting. This is always the safest option.
- Substitution – it is not possible to substitute the virus with a less hazardous substance, so this is not a valid option in the current circumstances.
- Engineering Controls – this would include erecting screens to provide a physical barrier to infection between teacher and student.
- Administrative Controls – introducing changes to the way we work to avoid potential contamination – Examples: restrict the number of people in buildings or rooms at any given time; prevent people from sharing desks, instruments etc. Introduce hand hygiene regimes etc.
- PPE, not included in our mitigation plan at UCM at this time. Face coverings should be used in corridors and individuals may use PPE, if they are trained in the proper use of their equipment.

- 1. All members will be e-mailed and told NOT to come to the College if they present any symptoms until they have either been tested or a period of two weeks has passed. All students must accept that some lessons may have to be taught online.**
- 2. Tutors to bring phone, tablet or other device to teach students online who have symptoms, are in a vulnerable group or have to self isolate. Students to accept online lessons when tutors have to self isolate. Internet connection in College to be up-graded.**
- 3. Large classes may take place online until restrictions are lifted.**
- 4. All rules to be relaxed or tightened as the government advice changes.**
- 5. Tutors hiring rooms must comply with all health and safety guidance in this document.**

RISK

Transmission of COVID-19 through direct surface contact

MITIGATIONS

Regular cleaning of touch points, including instruments

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- Places people would regularly touch should be identified and a routine should be set up to clean them on a regular basis
- Do not allow sharing of wind instruments and reduce multiple use of other instruments; introduce a cleaning routine between pupils if instruments need to be shared
- Use sanitizer before and after tuning an instrument.

Reduced number of persons entering building

- Pupils should be met outside where safe and possible to do so.
 - Close waiting area to reduce opportunity for people to wait inside
 - Arrange for staff to bring in any food or refreshments they may need during the day.
 - Provision of hand cleaning points upon entry to building with suitable signage
1. Handwashing facility at the back door. Paper towels will be provided. Sanitizer will be provided in all rooms.
 2. We will have a door supervisor who will make sure queuing is done according to social distancing rules in force at the time, handwashing rules are followed, students are signed in and out and nobody with symptoms can enter. The door supervisor will have a thermometer to check everyone's temperature. All students and tutors must wear face coverings on entry. Students may only enter at the time of their lesson, and need to exit at the front door, where they can sign out. The door supervisor will wipe down toilets, corridor door handles and bannisters regularly between class starting times. There will be a cleaning checklist to be ticked each time.
 3. Tutors will be provided with anti viral spray and kitchen roll to wipe down all touched surfaces between lessons. Tutors must initial a cleaning checklist provided on the noticeboard. The list must be scanned and filed weekly by the administrator.
 4. Pianos to be cleaned with slightly damp cloth and mild soap only. NO ALCOHOL OR CHEMICALS TO BE USED ON PIANOS! Tutors should have a separate piano or keyboard to demonstrate. Sanitizer to be used by students before and after lesson.
 5. Only one person may enter the office at one time. Queuing: One person in the corridor, one in the kitchen, everyone else outside.
 6. Waiting room to be kept closed and used for emergencies only.
 7. Kettle to be kept in the office. Staff should bring their own cups etc.
 8. Food for catering to be wrapped and paper cups provided.
 9. The whole building will be thoroughly cleaned every week.

RISK

Transmission of COVID-19 through short term passing and airborne contact

MITIGATIONS

Reduced number of persons entering building.

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- As above, Parents meet children outside building
- As above, Close waiting area
- For younger students the teacher may text parent when lesson is complete, with pick up being at exit.

Control flow of persons, use a one way system and “give way” at choke points

- Signing in/out: one book at rear entrance to be filled in by door supervisor. Students leaving at the front should walk round to let the door supervisor sign them out. Local authorities may require contact details of people that have been in the building, therefore make sure contact information is up to date.
- Identify passing points within the building which maintain social distancing in line with any current governmental guidance.
 - One way system from rear to front of building on ground floor.
 - Give way to persons coming down stairs
 - Person who has just come up stairs gives way on 1st floor landing to person coming from front of building. In general, persons traveling towards ground floor could have “right of way” to persons traveling upwards
- Suitable signage covering above items

Provision of, or requirement for, face masks when people enter the building if current social distancing can't be maintained.

1. Face coverings to be used in corridors and 1 metre distance observed.
2. One way system. Use front door to exit. Front door will have self closing mechanism. Arrows will be taped to the floor. Distancing signs to be printed and displayed at entrance and on noticeboards. Exception: anyone with difficulties on stairs may exit by the back door.
3. Tutors ensure students leave 2 minutes before the start time of the next lesson, to ensure students don't crowd the corridors and there is time to wipe down door handles etc.

RISK

Transmission of COVID-19 through extended airborne contact

MITIGATION

Generally, this would be through classroom contact

One to One lessons

- Two metres distance between tutor and student in all rooms
- Increase ventilation in rooms, opening windows, when possible, particularly when teaching singing as there could be an increased risk of water droplets in the air.
- Screens will be available in all rooms as additional safeguard, especially for singers, windplayers and drama students.

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- Hepa air filtering systems in all rooms. Filters to be left on.

Group Lessons

- As above, Increase ventilation in rooms, opening windows, particularly when teaching singing as there could be an increased risk of water droplets in the air.
- Face mask and visor for teacher. Screen may not be practical if teacher is moving about the room
- Face mask for students
- Limit number of students in room in order to meet current social distance guidance.
- Screens available in all rooms